

Major Gift Officer

Reports to: Director of Individual Giving and Development Operations

Responsibilities:

- Creates and implements dynamic solicitation, stewardship and cultivation strategies to maintain and expand the major individual giving program for the Edmundite Missions.
- Builds long-term and strategic relationships with individual donors that result in both major and planned gifts.
- Manages a portfolio of 100 - 150 donors based throughout the United States.
- Manages major donor prospect identification, research and assignment to ensure a continuous pipeline of individuals with leadership giving capacity and inclination.
- Prepare personalized proposals for individual donors for major and planned gift opportunities.
- Utilizes and is proficient in Raisers Edge NXT to ensure all contacts and interactions are recorded, tracked and managed using the donor database.
- Assists in strategizing and implementing events and meetings for integrative donor engagement.
- Keeps current on changes to tax laws and legislation that impact gift planning vehicles
- Develops proposals for individual donors to secure planned and legacy gifts
- Assists in the development, implementation and evaluation of marketing plans and programs to enhance organizational planned and legacy gift expectancies.
- Assists in the identification, cultivation and solicitation of institutional donors to include assisting in the preparation of progress and final reports for active grants.
- Travels extensively for major donor visits
- Other duties as assigned

Qualifications:

- A bachelor's degree in business, marketing, communications or related field of study.
- An advanced degree and/or advanced training in an adjunct field such as management, law, accounting, etc. is desirable.
- Five to seven years of experience in nonprofit major gifts and planned giving fundraising, or with proven major gift experience.
- Possess proven experience in planning, vision and goal achievement in Development.
- Working knowledge of both planned giving instruments and IRS regulations, tax laws and implication for planned gifts is required.
- Must have excellent written and communication skills.
- Able to work independently and as part of the team demonstrating initiative, adaptability and motivation.
- Successful experience in raising major gifts.