

JOB DESCRIPTION

POSITION TITLE: Major Gift Officer

REPORTS TO: Executive Director

QUALIFICATIONS: Bachelor's Degree, Masters preferred. Five to seven years successful experience in major or planned gift fundraising. Ability to understand the needs and interests of leadership and major gift donors in order to develop relationships between them and our organization. Ability to write compelling letters and proposals. Experience in or involvement with roll out of a capital campaign preferred. Interest in our mission and a dedication to promoting the organization's fundraising priorities through strong relationships. Demonstrated leadership and the ability to successfully manage multi-functional or diverse areas. Successful experience in making cold calls as well as developing cultivation and solicitation strategies. Must have excellent interpersonal skills and a demonstrated record of completing assignments. Must be willing to travel. DonorII/Talisman experience preferred. Membership in Association of Fundraising professionals preferred. Experience in managing major campaigns preferred

SUMMARY: Responsible for generating major outright and deferred gifts. Ability to clearly and persuasively present a case for support to donors, donor prospects and interested groups. Demonstrate skills of tactful persuasion, follow through and closure necessary for achieving success. Excellent writing and verbal skills. Must be enthusiastic, team player and able to work independently.

DUTIES AND RESPONSIBILITIES:

1. Represent the history, mission and programs of The Crossnore School and professionally embrace the philosophy of Christian values on which The Crossnore School was founded and operates.
2. Be responsive and sensitive to the cultural and ethnic differences among staff, residents, cottage groups and families served.
3. Actively participate in the mission of The Crossnore School by supporting residents and alumni with your presence at key school functions (e.g. Birdcage Party, Awards Day, Field Day, etc.)
4. Manage a portfolio of primary prospects.
5. Manage prospect activity.
6. Travel to meet existing and prospective donors as needed.
7. Participate in all aspects of the gift cycle. Initiate contacts with potential leadership and major gift donors. Develop appropriate cultivation strategies for

them, working closely with staff. MOVE POTENTIAL DONORS IN AN APPROPRIATE AND TIMELY FASHION TOWARD SOLICITATION AND CLOSURE. Make solicitations when appropriate. Maintain stewardship contacts with donors, including all donor recognition

8. Adhere to the highest ethical standards, demonstrate empathetic disposition and perseverance; reflect optimistic and positive attitude and convey sensitivity to needs of the donors.
9. Work collaboratively with development and other staff. Offer prospect strategy counsel to the president/CEO, vice president for development and communications, all other vice presidents and staff.
10. Coordinate staff and board members regarding centennial campaign, first with silent phase strategizing and subsequently with campaign implementation and completion.
11. Writing of major grant request to foundations.
12. Other related duties as assigned.
13. Provide month-at-a-glance work plans to the Executive Director to show progress toward goals.
14. Participate in annual performance evaluations and attend training opportunities to enhance professional growth (such as the state non-profits conference and the national AFP conference).
15. Use Crossnore School resources efficiently and conservatively, including time, facilities, vehicles, equipment, supplies and funds.
16. Pursue continuous quality improvement and develop methods to measure achievement of specific goals.
17. Promote teaming, work to build trust and mutual respect among the Public Relations team.
18. Present a positive, helpful and professional image of The Crossnore School in personal appearance and attitude. Promptly and courteously direct all persons contacting The Crossnore School to appropriate staff for assistance.

DAYS/HOURS OF POSITION: Average 40 hours per week with occasional weekend and out-of-town work required.

Employee: _____ Date: _____

Personnel: _____ Date: _____

09-2011