



MAJOR GIFTS AND PLANNED GIVING OFFICER

Position Summary:

Reporting to the Development Director, the Major Gifts and Planned Giving Officer will execute the fund development plan, focusing on securing funds for the organization by attaining and building relationships with perspective major donors, primarily individuals and families who have the potential to make six or seven figure gifts, as well as manage a group of assigned, qualified donors (caseload) assuring that as many as possible are retained as continuing donors to the organization and are upgraded in their giving and involvement.

Essential Duties and Responsibilities:

Major Gifts (50%)

- Work with Development Director to develop and execute annual and multi-year development strategies for major gifts.
- Identify, qualify, cultivate, solicit and steward prospective major donors.
- Create individual goals for each person based on the donor's history of giving and the organization's knowledge of that donor's potential.
- Create a plan for each donor that will serve as a foundational communication and marketing plan for each person on the caseload. Will faithfully and on a timely basis execute that plan so individuals on the caseload are retained and upgraded.
- Work with program, finance and the communications departments to secure appropriate project information, including budgets, and create offers, proposals and asks that will be used with persons on the caseload to secure gifts.
- Create monthly reports as required by management that accurately reflect caseload activity and performance.
- Perform other major donor activities as may be required.
- Provide campus tours to engage community members and promote donor stewardship.
- Participate in community relations activities as directed by Development Director to promote positive agency relationships.

Planned Giving (50%)

- Design and implement a planned giving program.
- Set goals for planned gifts and regularly report progress to goal.
- Identify, cultivate, and solicit potential planned gift donors.
- Create a planned giving marketing plan to cultivate and steward ongoing donors and planned giving prospects.
- Create and maintain a planned giving recognition society for donors.

- Create an appropriate stewardship plan to maintain ongoing relationships with donors who have made planned giving commitments.
- Develop appropriate marketing materials to support contact, marketing, and calls with potential planned gift donors.
- Join and attend professional groups and educational sessions as needed; keep abreast of current trends.

Qualifications:

- Bachelor's degree in Business, Public Relations, Communications, Marketing, or a related field required
- Ten years of professional experience, with at least four years of experience in an outward-facing role engaging with high-net worth individuals
- Fundraising experience soliciting and closing six-and seven-figure gifts, ideally as part of a large, well-established major-gift program.
- Knowledge of/ experience with gift planning vehicles
- Competent in Microsoft Office Suite, web browsers, Adobe Creative Suite and Salsa (or similar donor database)
- Entrepreneurial spirit and proven ability to work independently
- Strong emotional intelligence, sensitivity, and listening skills
- Ability to read, analyze and interpret legal and financial documents in the English Language.
- Ability to write professional reports and correspondences.
- Ability to speak effectively before groups.
- Excellent writing, communication, organizational, time management skills.
- Ability to maintain a professional, confidential work environment.
- Eagerness to learn and openness to coaching.
- Demonstrated ability to work effectively as part of a team and with colleagues across an organization.
- Mature judgement and experience working with complex, goal-driven individuals
Ability to manage one's time well, while being part of a highly productive office environment

Applications:

Please submit CV and cover letter to hr@kidsin crisis.org with "Major Gifts and Planned Giving Officer" as the subject header.