



## **Job Description**

<b>Job Title:</b>	Major Gifts Officer
<b>Job Category/ FLSA Status:</b>	Advancement/Exempt
<b>Accountability:</b>	Associate VP of Advancement
<b>Authority:</b>	As Assigned

**Position Description:** The Major Gifts Officer (MGO) is responsible for securing financial resources for the College primarily through meeting and working with donors and prospects with significant giving capacity to accomplish their giving objectives in the form of annual giving, major and planned gifts. The Major Gift Officer will engage in and be responsible for all aspects of the donor development cycle including donor identification, cultivation, solicitation, acknowledgment, church partnership and stewardship.

### **Major/Essential Functions:**

- Identifies major gift prospects. Analyzes and predicts donor's propensity, capacity and enthusiasm to give. Gathers pertinent data alongside the prospect researcher to determine the best candidates for the major gifts program.
- Cultivates major gift prospects, investing the necessary time and energy to build relationships designed to understand the donor/prospect goals with the expressed purpose of alignment with College's mission and objectives.
- Solicits major gift prospects. Moving prospective major donors along the donor pipeline ready to receive an appropriate ask based upon donor intent and interest.
- Stewards major gift donors and develops stewardship strategies that continue the major gift relationship for future gifts and planned giving opportunities.
- Manages a portfolio of approximately 75-100 qualified relationships who fit the strategic advancement priorities, and applies a moves management approach to the portfolio, with a custom cultivation strategy for each donor.
- Ensures compliance with the Family Education Rights and Privacy Acts (FERPA) as it relates to the assigned areas of responsibility.

### **Duties/Responsibilities:**

- Collaborates with Associate VP of Advancement and the President to create a fund development plan, which increases revenues to support the strategic direction of the organization.
- Implements the fund development plans in accordance with ethical fundraising principles.
- Monitors trends in the community or region and adapts fundraising strategies as necessary.
- Organizes fund development activities, cultivates, and calls on current donors and prospects.
- Develops and manages timelines for various fundraising activities to ensure strategic plans and critical fund raising processes are carried out in a timely manner.
- Researches individuals to insure maximum giving levels.
- Engages volunteers for special fund development projects using established volunteer management practices.

- Prepares regular reports on progress, budgets, receipts and expenditures related to fundraising and the management of the fund development activities.
- Monitors expenses, analyzes budget reports on fund development, and recommends changes as necessary.
- Builds relationships with community stakeholders to advance the mission and fundraising goals of the organization.
- Perform related duties as required.

**Qualifications:**

Required:

- Bachelor's degree from an accredited institution of higher education and five years of proven record of accomplishments in fundraising for nonprofits, including special events, planning and management or the equivalent.
- Demonstrated history of securing major gifts over three or more years.
- Valid driver's license.
- Is a committed Christian, active in a local church.
- Agrees with the core doctrinal position (items 1-8) of the college.

Preferred:

- Certified Fund Raising Executive (CFRE) credential.
- Capital campaign experience.

**Personal characteristics:**

- Creativity/Innovation: Develops new and unique ways to improve the fundraising organization and to create new opportunities.
- Ethical Standard: Understands ethical behavior and business practices and ensures own behaviors are consistent with these standards.
- Build Relationships: Establishes and maintains positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- Communicates Effectively: Speaks, listens and writes in a clear, thorough, and timely manner using appropriate and effective communication tools and techniques.
- Focuses on Donor Needs: Anticipates, understands, and responds to the needs of donors to meet or exceed their expectations within the organizational parameters.
- Fosters Teamwork: Works cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.

**Equipment/Skills/Knowledge needed to perform job (i.e., vehicle, MS Word, License, etc.):**

- Ability to maintain high level of confidentiality.
- Ability to understand the needs and interests of leadership and potential donors to develop relationships between them and the college.
- Ability to review situations, products, services and determine appropriate solutions or course of action.
- Ability to manage multiple projects simultaneously while achieving goals and objectives.
- Ability to interact with diplomacy and tact amid influential clients and diverse groups.
- Ability to maintain relationships with significant and influential individuals.
- Ability to solicit gifts.
- Ability to adapt and respond to various situations.
- Ability to lead, work in a team setting, and work independently.
- Knowledge of the basic understanding of the management of volunteer resources.

- Knowledge of development/fundraising concepts and appropriate solicitation techniques.
- Excellent interpersonal skills and a demonstrated record of completing assignments.
- Excellent interpersonal/human relations skills.
- Excellent verbal and professional written communication skills.
- Proficiency in use Microsoft Word and Excel, PowerPoint, Internet, CRM Software

**Measurable Expectations/Fiscal Responsibilities (i.e., quarterly reports, annual events, etc.):**

- Performance relative to annual performance reviews related to competencies and goals.
- Achievement of established goals and effective reporting of outcomes compared to goals relative to events and activities and ongoing weekly, monthly and annually.
- Preparation and submission of weekly, monthly and annual reports as required.

**Mobility/Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Employee must sit, stand and walk.
- Employee must talk and listen via face-to-face contact and telephone.
- Employee may be required to lift and/or move up to 10 pounds.

**Working Conditions/Environment (i.e., necessary travel, unusual hours, etc.):**

- Normal office and/or remote work environment.
- Travel as required for fund raising, development and maintaining relations with friends of CBS and the community.
- Ongoing evening and weekend events and interactions will be required throughout the year.

**Security Sensitive:** Yes

Statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, this job description does not establish a contract for employment and is subject to change at the discretion of CBS.

Believing that God values and calls men and women from every language, people and nation into His kingdom, CBS is committed to cultivating and maintaining an ethnically diverse educational and work environment that motivates and retains God's chosen individuals. CBS does not discriminate on the basis of race, sex, color, age, national or ethnic origin, veteran, marital status, or physical or mental disability in the administration of its employment policies except as such conditions may constitute bona fide occupational or assignment limitation.