



POSITION DESCRIPTION

JOB TITLE:	Major Gifts Officer
DEPARTMENT:	Alumni & Development
REPORTS TO:	Director of Development
SALARY RANGE:	Commensurate with experience
FTE:	1.00

POSITION REQUIREMENTS:

The duties and responsibilities of the Major Gifts Officer include, but are not limited to:

- ◆ Develop and implement solicitation programs for major gifts to Taft.
- ◆ Identify, cultivate and solicit Taft alumni and friends capable of making major gifts (\$50,000 or more) to Taft.
- ◆ Create and present proposals to prospects for consideration according to donor's interest and financial situation.
- ◆ Initiate and maintain regular contact with prospective donors by visit, letter and phone.
- ◆ Act as a liaison among donors, the Development Office, key school administrators and departments.
- ◆ Travel extensively to achieve a minimum of 12 to 15 personal visits a month for cultivation and stewardship of prospective donors.
- ◆ Participate in regular staff and volunteer screening and review meetings to identify new prospects and plan cultivation, solicitation and stewardship strategies for current capital gift prospects.
- ◆ Responsible for moves management for prospects in Raiser's Edge.
- ◆ Assist in marketing and implementation of Taft's planned giving program with other members of the Major Gifts team to set and achieve goals.
- ◆ Must coordinate all strategies for annual, capital and planned giving solicitations for major gift prospects with Development volunteers and staff.
- ◆ Must maintain confidentiality of all alumni records and information.
- ◆ Assist the Director of Development and Associate Director of Development with assigned tasks as needed.

QUALIFICATIONS:

- ◆ Bachelor's degree required.
- ◆ Five to ten years of major gifts experience, preferably in a college or secondary school setting.
- ◆ Strong written and verbal communication skills.
- ◆ Must demonstrate excellent interpersonal skills required to relate to donors, volunteers, and colleagues.
- ◆ Strong negotiating, organizational, analytical and fundraising skills.
- ◆ Knowledge of financial planning, tax and charitable gift laws, and planned giving vehicles and methods preferred.
- ◆ Appreciation of the mission of private boarding schools is essential.