

RONALD McDONALD HOUSE CHARITIES® OF CENTRAL PENNSYLVANIA
JOB DESCRIPTION

JOB TITLE: Major Gifts Officer

SUPERVISOR: Development Director

CLASSIFICATION: Exempt, Full Time

SALARY: \$65,000 - \$75,000

POSITION SUMMARY: The Major Gifts Officer is responsible for developing strategies for the stewardship of existing donors to increase giving levels and cultivation, solicitation and relationship management of new major donors.

JOB DUTIES and RESPONSIBILITIES:

- Maintain a personal portfolio of major gift donors (defined as those giving a gift of \$5,000+ in support of RMHC-CP), as well as those donors and prospects that have the capacity to give at the major gift level or higher
- Serve as the primary relationship manager for a portfolio of major gift prospects, developing and implementing a written donor strategy and relationship record for each
- Communicate with major gift donors and prospects through face to face cultivation, solicitation and stewardship meetings and written strategies ensuring that each major gift donor and prospect has a clear strategy and timeline for cultivation, solicitation and stewardship
- Develop solicitation strategies for donors/prospects in support of the organization's annual giving, planned giving, and growth campaigns
- Support the fundraising efforts of the Development Director and Executive Director in securing new and renewed gifts
- With the Development Director, create and manage organizational budget; track and report on progress to goal including contracts, gifts and pledges
- Ensure proper donor recognition in all publications and oversee accurate donor lists for those publications
- Work collaboratively with members of the development department to develop and maintain a detailed major gift plan and calendar in order to achieve campaign goals
- Maintain up to date knowledge of major programmatic initiatives
- Independently manage the creation and production of all major giving materials, including (but not limited to) letters, emails and prospectuses
- Work collaboratively with the Volunteer Manager to insure that volunteer opportunities meet the needs and expectations of current and prospective donors, while serving the immediate needs of RMHC-CP

- Work with Marketing & Communications Manager and Special Events Coordinator to strategize and help execute cultivation events for major donors and prospects
- Working with the Executive Director, develop strategies for outreach to and stewardship of planned giving prospects and donors
- Provide detailed prospect reports for solicitors

POSITION REQUIREMENTS:

- Bachelor's degree or equivalent experience plus a minimum of 3-5 years direct experience managing high level donor relationships with demonstrated success in closing gifts of \$10,000 and above
- Ability to conceive, plan and execute a major gifts program, including annual giving, special events and special projects/campaigns
- Excellent grasp of wealth management and donor research software
- Willingness to be hands-on in a role that is demanding and requires a high level of energy and professionalism
- Superior interpersonal skills and ability to communicate professionally with a culturally diverse group of volunteers, co-workers and donors
- High-level proficiency with Microsoft Office, including Word and Excel and a working knowledge of search functions for donor research purposes
- Excellent organizational and project management skills and ability to prioritize workload in a timely manner to complete assignments with many deadlines and competing requirements

ADDITIONAL QUALIFICATIONS:

- Availability to work evenings and weekends to cover fundraising events
- Adherence to AFP Code of Ethical Principles and Standards of Professional Practice
- Superior judgment, maturity, and written/verbal/ interpersonal communication skills are essential
- Ability to self-start and manage projects
- Ability to lift 30 pounds
- Valid driver's license, auto insurance and mobile phone required
- Proof of COVID-19 vaccine or valid religious or medical exemption documentation
- Clean PA state police, PA ChildLine and FBI fingerprinting clearances required

Staff Signature _____ Date _____