



Position Available

Title of Position: Major Gifts Officer
Date Position Available: December 1, 2019
Position Reports To: Director of Development
Position is: Full- Time (40 hrs/week)

Mission: Create and support one-to-one mentoring relationships that ignite the power and promise of youth.

Vision: All youth achieve their full potential

Big Brothers Big Sisters of Central Carolinas partners with individual donors, foundations, corporations, government and others to build the critical network of support that funds and enables the work of carefully matching children with caring adult mentors and providing ongoing support to the child, volunteer mentor and child's family. Big Brothers Big Sisters targets children who need us most, including those living in single parent homes, growing up in poverty and coping with parental incarceration. More than 1,500 Matches (Bigs & Littles) get together regularly in the Central Carolinas region, creating and building life-changing friendships. Research proves that children enrolled in Big Brothers Big Sisters programs are more likely to improve in school and in their relationships with family and friends, and less likely to skip school or use illegal drugs or alcohol. Big Brothers Big Sisters of Central Carolinas has been recognized as a leader in the non-profit industry and in the BBBS network; winning the National BBBSCC Gold Standard Award and, locally, the Mayor's Mentoring Alliance Large Agency Best Practices award the last four years in a row. Our Development Team works hard to create unique, positive, memorable experiences for our volunteers, supporters and event participants. We deeply value the relationships created and the dollars generated from each of our donors, large or small.

POSITION SUMMARY:

The Major Gifts Officer will be an innovative development professional responsible for cultivating, soliciting, and securing major individual gifts to Big Brothers Big Sisters of Central

Carolinas (BBBSCC) as part of the Development team. The Major Gifts Officer works closely with the Director of Development and collaboratively and strategically with the CEO, program staff and volunteers to develop and implement strategies for major gift donor relationship management and cultivation. The primary objective of the Major Gifts Officer is to develop long-term relationships with alumni, donors and prospects built on a firm understanding of the donors' interests, passions and values, with the purpose of cultivating, soliciting and closing five, six and seven figure gifts.

ESSENTIAL DUTIES:

We are seeking an experienced and highly professional individual responsible for the development and implementation of a strategic gift solicitation plan for generating major gifts from high-level donors and prospects. Position responsibilities will include, but, not be limited, to:

- Act as primary manager for a portfolio of up to 50-100 prospects, in order to move potential donors in an appropriate and timely fashion toward solicitation and closure, maintaining a balance between discovery, cultivation, solicitation and stewardship;
- Identify, cultivate and serve as lead role in soliciting and closing major gifts generating donations of \$25,000 and up, primarily from individuals;
- Recommend and implement short, intermediate and long-term individual major gifts cultivation and solicitation strategies for individual prospects, working with BBBSCC staff, board members, and volunteers to identify and engage new prospects;
- Plan and implement events and activities for individual major gift donors, using existing activities as appropriate; engage in networking activities or other opportunities to generate potential prospects for cultivation;
- Cultivate and expand planned giving opportunities with new and existing donors, and integrate planned gift objectives into major individual donor requests in collaboration with Director of Development;
- Work closely with Board members, committee members, staff and other volunteers to identify and engage new prospects;
- Work with the Development Office to develop major gift materials (e.g. research, briefing memos, proposals and stewardship materials), and request information on alumni mentors, adult littles, parents, and friends to qualify interest and giving potential;
- Monitor weekly, monthly, quarterly and annual activities to achieve individual performance measures (e.g. meetings, proposals, major gift revenue);
- Track and report relationship management activity using constituent relationship management System, including identification, qualification, cultivation, solicitation, proposal submission and stewardship of prospective and current individual major donors; assist with review and verification of major gift donor recognition lists;
- Maintain knowledge of current tax laws, investments and planned giving opportunities; use knowledge in prospect cultivation and solicitation as appropriate;
- Develop and maintain strong collaborative working relationships with other team members;
- Participate in regular Development team and organization-wide meetings, and develop and maintain strong collaborative working relationships with other team members;
- Know and follow the Code of Ethics for Fundraisers;

- Perform other related duties incidental to the work described herein.

POSITION QUALIFICATIONS/SPECIFICATIONS.

- Bachelor's Degree from an accredited college or university is required.
- Individual must have five to seven years' successful, demonstrated experience in major or planned gift fundraising, preferably in child-serving organizations, or significant comparable work in sales, marketing or other client-management professions;
- The individual must possess strong written, oral and presentation communication skills, and have experience in developing clear, concise funding proposals.
- The individual must have a demonstrated ability to meet financial goals for major gift giving, with a proven track record of cultivating and securing five-figure gifts and above, and successful experience in making cold calls, as well as developing cultivation and solicitation strategies;
- Individual must be able to think strategically and creatively, and must have excellent interpersonal skills and a demonstrated record of completing assignments, multi-tasking, meeting deadlines, and working with minimal supervision;
- Attention to detail and strong project management skills, ability to work as part of a team and professional attitude and appearance are required.
- Intermediate to advanced Microsoft Office Suite computer skills are required.
- Experience with constituent relationship management system, is preferred;
- Position requires travel (local and occasionally out of state), and occasionally in the evenings and weekends.

Application Procedures and Special Instructions:

Interested applicants should submit a cover letter and resume via email, to: careers@bbbscentralcarolinas.org For more information, visit: bbbscentralcarolinas.org