

PROVINCE OF OUR LADY OF CONSOLATION, INC.

MOUNT SAINT FRANCIS, INDIANA

Position Description

Position Title: Major Gift Officer
Job Status: Full Time, Exempt
Reports to: Director of Major Gifts/Planned Giving

General Summary:

The primary function of a Major Gift Officer is to participate in all activities related to the cultivation, solicitation and stewardship of current and prospective major gift and planned giving donors. This position is responsible to ensure that these donors are inspired by the Franciscan Friar's mission and that they stay engaged in supporting the Province. This person will be responsible for meeting an annual revenue target by working with current and prospective donors.

The Major Gift Officer manages their own portfolio of donors and is responsible for cultivating, soliciting and stewarding these donors. He/she will work with the Director of Major Gifts/Planned Giving on a fiscal plan of action. It is crucial to empathize with donors and clearly communicate our organization's mission.

Principle Duties and Responsibilities:

- Responsible for annual revenue goals for your major gift portfolio
- Help donors accomplish their philanthropic goals and ambitions through a relationship with the Province
- Secure major gifts at \$1,000 and above with the goal of raising \$300,000 annually in cash and pledges
- Manage systems and software to track and cultivate donors and prospects, including our donor database and wealth screening tools
- Manage your portfolio of 200 donors
- Work with the Mission Advancement office to align efforts and set goals
- Create and implement "moves management" plans
- Make direct, face-to-face and at-a-distance solicitations, and assist board and friars with solicitation
- Regularly thank and steward all donors in your portfolio
- Regularly cultivate prospects in your portfolio
- Actively seek out opportunities to be involved in the community, acting as an ambassador for philanthropy

Requirements

Education:

A minimum of a Bachelor's Degree

Experience:

2-5 years of successful experience in Major Gift fundraising. Planned Giving and Capital Campaign experience preferred.

Knowledge, Skills and Abilities:

Eloquent verbal and excellent written skills

Computer proficiency with standard office applications

Word processing and fundraising software proficiency

Working Environment:

This position will require travel as well as some evening and weekend work

Ability to work with highly confidential and sensitive information

Dress Code: Business Casual

The candidate for this position must have or be able to develop an understanding of the strong tradition of service by the Conventual Franciscan Friars of The Province of Our Lady of Consolation and have or acquire an understanding of and appreciation for Franciscan spirituality.

Please mail or email your resume to:

Shaunna Graf

Mission Advancement Office

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