



Sample MAJOR GIFT OFFICER JOB DESCRIPTION

External Title: Donor Relations Director
Internal Title: Major Gift Officer
Reports To: **Title**

Purpose of position: To secure funds for the organization by fulfilling the interests and passions of donors by providing them with giving opportunities, encouraging them to give and assuring that as many as possible are retained as continuing donors to the organization and are upgraded in their giving and involvement.

Ongoing responsibilities:

1. Qualify a caseload of 150 donors.
2. Create and manage individual goals for each person on the caseload.
3. Create a plan for each donor that is driven by that donor's passions and interests and communication preferences and execute that plan.
4. Secure appropriate project information, including budgets, and create offers, proposals and asks.
5. Create monthly reports on caseload progress.
6. Perform other major donor activities as required by management

Performance will be measured by:

1. Qualifying and disqualifying donors: including appropriate documentation.
2. Achieving overall agreed-upon revenue goal based on individual donor goals. Retention and upgrading of donors: including cultivation of transformational gifts.
3. Development of a personal contact and ask plan, that takes into account the individual donor's interests, motivations, giving patterns and ask and communication preferences.
4. Securing project and organization information and creating and writing effective offers, proposals and asks. Regular and timely reporting back to the donor.
5. Creating timely reports that reflect caseload performance.
6. Management of people, process, deadlines and budget while adhering to the policies and procedures of the organization.
7. How well you get along with peers, subordinates and management and maintain a positive and constructive attitude while solving problems. Being a team player and protect the mission, goals and values of the organization.