

COASTAL MAINE BOTANICAL GARDENS

Position: Major Gifts Officer

Reports to: Director of Philanthropy

Supervises: None

CMBG Mission: The mission of Coastal Maine Botanical Gardens is to inspire meaningful connections among people, plants and nature through horticulture, education and research.

Summary: Develops and manages a portfolio of individual prospects and donors at the \$10,000 level and above in support of the Gardens' mission with the goal of establishing donor relationships that lead to long-term loyalty and increasing generosity over time. Coordinates projects, events, and activities to help maintain and expand major gifts support of the Gardens. Coordinates activities with other areas of the Philanthropy Department and within the Gardens in order to maximize information and opportunities available.

Essential Duties and Responsibilities:

- Manages a portfolio of current prospects and donors at the \$10,000 gift level and above, with an emphasis on in-person meetings.
- Develops strategies for identifying, cultivating, soliciting, and stewarding major individual gifts of \$10,000 and above; assumes a lead role in setting appointments with major gift prospects, conducting the meetings alone or as part of a volunteer or staff team, and coordinating appropriate follow-up.
- Responds to donor and prospect inquiries and maintains excellent donor relations.
- Participates in donor acknowledgement, reporting, recognition, and other stewardship activities.
- Works with the Development staff to prepare and execute effective hand-over strategies to move donors successfully into the major giving cohort in ways that prioritize the donor relationships and support long-term donor loyalty.
- Develops collaborative relationships with colleagues throughout the Gardens.
- Works to ensure appropriate allocation of resources to maximize organization, efficiency, communication, and accuracy in the Gardens' overall work.
- Self-motivated/personal initiative and a drive to succeed. Must be results-oriented, detail and deadline focused, creative, resourceful and flexible with attention to quality and excellence.
- Provides comprehensive and timely reports summarizing activity, project status, and work plan timelines.
- Utilizes the capabilities of the donor information system (Raiser's Edge) by both recording all relevant donor data and interactions and by using the system's analytical capabilities.
- Attends key Gardens events as necessary to steward donor relationships.
- Performs other duties as assigned.

Qualifications

- Minimum of five (5) years' experience in individual fundraising efforts with documented success.
- Experience as lead solicitor in face-to-face solicitations of upper-level donors.
- Proficient at using database software programs.
- Proven ability to engage and interact with a wide variety of people; strong customer service orientation and inclination.
- Able to manage multiple priorities, work under pressure, and demonstrate a high degree of professionalism, integrity, loyalty, and service to the organization.
- Strong presentation and public speaking skills.
- Willingness to work as part of a team; proven ability to work collaboratively with internal team members for the purposes of achieving goals/objectives.
- Scheduling flexibility that allows travel and working occasional evenings, weekends, and holidays required.
- Bachelor's Degree.
- Excellent verbal and written communication skills.