

## Major Gifts Officer

**Reports to:** Director of Philanthropy

**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 and 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 the information and opportunities available.

**Essential Functions:** *(This job requires the performance of the following tasks, with or without accommodation. Additional duties may be assigned.)*

- 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 and 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.
- 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.

**Qualifications needed for this position:**

- 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.
- 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.
- Proven ability to engage and interact with a wide variety of people with a strong customer service orientation and inclination.
- Able to manage multiple priorities, work under pressure, 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 with a 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. Must provide own transportation.
- Bachelor's degree.
- Excellent verbal and written communication skills.

This is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this job description is intended to be an accurate reflection of the current job, the company reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed when circumstances dictate (such as emergencies, changes in personnel, work load, rush jobs, or technological developments).

*I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements, and duties expected of me. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the company has a similar right.*

Submitted by: \_\_\_\_\_

Signature

Date

\_\_\_\_\_

Manager

Date