

## Philanthropy Officer

**Reports to:** Director of Philanthropy

**FLSA:** Salaried, exempt

**Summary:** Develops and manages a portfolio of individual prospects and donors at the \$100,000 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. Helps maintain and expand philanthropic support of the Gardens.

**Essential Functions:** *(This job requires the performance of the following tasks, with or without accommodation. Incumbents may be regularly or occasionally required to assume additional responsibilities or perform additional tasks.)*

- Manages a portfolio of current prospects and donors at the \$100,000 gift level and above, with an emphasis on person-to-person meetings. Responsible for raising a minimum of \$3 million annually.
- Develops strategies for identifying, cultivating, soliciting, and stewarding major individual gifts of \$100,000 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.
- Articulates the goals of the Gardens with enthusiasm, warmth, intelligence, and professionalism.
- Responds to donor and prospect inquiries and maintains excellent donor relations.
- Participates in donor acknowledgement, reporting, recognition, and other stewardship activities.
- Works with the Philanthropy staff to prepare and execute strategies to move donors seamlessly along the member-to-major-donor continuum in ways that prioritize donor relationships and support long-term 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 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:

- Self-motivated with tremendous personal initiative and drive to succeed. Must be results-oriented, detail- and deadline-focused, creative, resourceful, and flexible with attention to quality and excellence.
- Dynamic and engaging conversationalist with exceptional interpersonal skills. Ability to interact comfortably with a wide variety of people.
- Capacity to treat confidential information with discretion.
- 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, 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.
- Excellent verbal and written communication skills.
- Commitment to working across the organization to support the integration of IDEA (Inclusion, Diversity, Equity, and Accessibility) principles into CMBG's internal operations and its relationships with visitors and guests.

**Work schedule:** This is a full-time, year-round position.

**Physical and environmental factors:** This position requires a combination of office duties as well as outside and travel-related work, both around Maine and (occasionally) nationwide. This employee must possess the physical and professional capacity for working in a variety of environments. The employee may be required to sit, stand, or walk for extended periods of time.

*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, workload, rush jobs, or technological developments).*