

THE EPISCOPAL CHURCH CENTER
JOB DESCRIPTION FORM

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| Position Title: Major Gifts Officer | Date: February 22, 2024 |
| Incumbent: | Department: Office of Development |
| FLSA Status: <input type="checkbox"/> Exempt <input type="checkbox"/> | EEO Job Classification: |
| Human Resource Management Approval: <input type="checkbox"/> | |
| Remote Worker Position <input type="checkbox"/> Yes <input checked="" type="checkbox"/> X | Location: New York |
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This is a: ☐ Current Position
☐ Change in Responsibilities
☒ X New Position

AREA FUNCTION

The Episcopal Church Office of Development works to support church ministries. The Office of Development raises financial resources to carry out God's mission through our ministries. We engage with individual Episcopalians, parishes, and dioceses to connect them to work of the larger church.

JOB SUMMARY

The Major Gifts Officer will play a major role in the overall success of the Development department and assist The Episcopal Church and DFMS in meeting our annual fundraising goals. They will work closely with the Development team to implement fundraising strategies, engage donors, and contribute to the overall growth and success of the organization. The successful candidate will be a proactive, self-motivated team player and will travel extensively.

REPORTING RELATIONSHIPS

The Major Gifts Officer reports to the Associate Director.

DUTIES & ESSENTIAL JOB FUNCTIONS

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| PRINCIPAL RESPONSIBILITIES |
| 75% Manage a portfolio (200+) of individual prospects and donors using prospect management and evidence-based philanthropic best practices; develop ongoing relationships with these prospects and donors throughout the cultivation, solicitation and stewardship process with the goal of soliciting and closing gifts of \$100,000+. There will be extensive travel. |
| 15% Establish tailored, individual fundraising plans, which will include a full range of donor cultivation activities such as receptions, bespoke donor experiences, and large and small private gatherings. Partner with Prospect Researcher to develop actionable plans for cultivation |
| 10% Participate in department meetings and attend conferences as appropriate |

OTHER FUNCTIONS AND RESPONSIBILITIES

Perform other duties as assigned

QUALIFICATIONS

What You Will Bring

- Bachelor's Degree or higher
- 5+ years of proven successful experience in individual fundraising
- Experience with and a proven track record around prospecting, pipeline building, and prospect development (geared toward securing six-figure gifts)
- Experience or exposure to fundraising from foundations; grant writing is a plus
- Experience in leveraging Raiser's Edge (or other fundraising platform) to record donor meetings and input action reports
- Demonstrated experience in writing effective donor communications

WHY YOU WILL BE A FIT

- You are committed to the mission of the organization
- Leverage exceptional interpersonal, verbal, and written communications skills
- You are a joyful fundraiser who enjoys connecting with people across the country
- You are creative, collaborative, and able to work independently
- You're open-minded, intellectually curious, and eager to learn something new each day
- You thrive as part of a small development team as it works to improve systems, tools, and approaches

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Extensive travel expected

ACKNOWLEDGMENT OF RECEIPT OF JOB DESCRIPTION

I am acknowledging that I have received a copy of the Job Description and have read and understand its contents by adding my name to the "*Employee, Supervisor or Department Head Name*" text box, checking (X) in the box next to "*Signature*" and dating my response.

Employee Name: Signature: ☐ Date:

Supervisor Name: Signature: ☐ Date:

Canon/Chief or Department Head Name: Signature: ☐ Date: