



## Job Description Major Gift Officer

Last Updated: 6/21/2023

**Department:** Administration  
**Supervisor:** Executive Director  
**Classification:** Full Time/Salary/Exempt  
**Hours:** 40 hours per week  
**Pay Range:** \$55,000 - \$65,000/year

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### DESCRIPTION:

The primary purpose of the Major Gift Officer is to develop and maintain close and connected relationships with LoveWay's current and prospective major donors, with a focus on gifts of \$1,000 or more. Part of the role's relationship building efforts will be to help donors have a comprehensive understanding of our mission serving people with disabilities, our need for charitable and volunteer support, and how their philanthropy supports our vision for the future.

### REQUIREMENTS:

1. 5-7 years non-profit fundraising experience.
2. Strong interpersonal skills – Connecting LoveWay's mission to a donor's passion and philanthropic interest in achieving our vision for the future.
3. Trustworthy and honest – Building authentic relationships with those around them.
4. Relationship building – Building a relationship from prospective donor to long-term donor, deepening relationships with existing donors, and helping current donors make additional gifts to the organization.
5. Excellent working knowledge of Microsoft Office software suite.
6. Experience in measuring data and outcomes of events to determine effectiveness.
7. Experience managing and tracking donor contributions, knowledge of gift planning techniques, and organizing data.

### RESPONSIBILITIES:

1. Identifies, cultivates, and solicits top donor prospects to become more involved in achieving the mission of LoveWay.
  - a. Leads donor research efforts.
2. Works with the Executive Director, Board of Directors, and high-level volunteers to orchestrate the cultivation and solicitation plan for top donor prospects.
  - a. Leads all cultivation and donor solicitation planning.
3. Along with the Executive Director, is responsible for carrying out the message of LoveWay to the charitable and philanthropic community.

4. Responsible for developing a portfolio of current donor and prospective donor families, companies, so that LoveWay has closely connected and authentic relationships.
5. Supports the advancement committee of the Board of Directors to oversee LoveWay's:
  - a. Annual advancement plan, including all revenue and fundraising expenses.
  - b. Annual donor communication plan and schedule.
  - c. Major donor cultivation and solicitation schedule.
  - d. Planned giving program and legacy gifts.
6. Assists in writing and creating gift requests, donor brochures, and other necessary materials.
7. Meets with donors and potential donors, including face to face meetings, phone calls, and emails.

**PERSONAL AND PROFESSIONAL ATTRIBUTES:**

1. Respectful communication to staff, volunteers, and clients.
2. Proven ability to work hard, prioritize, and organize.
3. Communicate all problems and concerns through chain of command.
4. Abide by Client Confidentiality Agreements.
5. Represent LoveWay in a positive and professional manner.

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*This job description may not be inclusive of all assigned duties, responsibilities, or aspects of the job described, and may be amended at any time at the sole discretion of the Employer.*

**I have received a copy of and agree to work within the guidelines of this Job Description.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_