Jewish Family Service of the Desert

Job Title: Director of Major Gifts and Fundraising	Job Code:
Department: Administration	Job Grade:
Revision Date: 4/30/18	Fair Labor Standards Act (FLSA):

Position Overview

Reporting to the Executive Director, the Director of Major Gifts and Fundraising is responsible for the overall management and integration of Major Gifts and Fundraising events . This Director is charged with managing private and corporate giving relationships and securing support and sponsorships from donors/ corporate partners who are capable of making gifts of $10,000 to $100,000 or above. Annual giving goal to be determined as part of annual budget .

This individual will manage a personal portfolio of 50-75 prospects annually . This individual will develop and implement a coordinated plan for major gifts and event fundraising. The Director of Major Gifts and Fundraising will work closely with the Executive Director to promote the acquisition of major gifts and to ensure coordination of event sponsors with annual agency Major Gifts plan.

This Director must be able to work independently to develop donors and feel very comfortable meeting 1:1 with donors to discuss gifts and bequest options.This Director will be an individual with a rich development background, who has had progressive and successful development experience in major gifts and who has a strong track record of successful execution of annual giving plans.

Principal Duties:

- Qualify and cultivate prospective donors.
- Develop and propose strategies for solicitation of major gifts, including: determining ongoing relationships with prospect/donor; recommending specific purpose and level of gifts including bequests identifying those to be involved in cultivation and subsequent solicitation; assuring that solicitations are carried out.
- Develop and implement a coordinated annual gift and fundraising plan with goals that integrate individual donors, corporate donors and event sponsors
- Coordinate an effective program for recognition, involvement and stewardship of major and special gifts donors in coordination with the Executive Director
- Manage one support staff and volunteers associated with events

Knowledge and Experience:
- 3-5 or more years of major gift and event fundraising , preferably in a not for profit setting.
- Bachelor's Degree in Business Communications ,Public Relations or Non-Profit Management or related degree.
- CRFE preferred
- Master's degree in business or public administration and management, preferred.

Skills and Abilities:
- Ability to understand the needs and interests of major donors in order to develop relationships between them and the agency
- Demonstrated leadership and the ability to successfully manage fundraising event that are coordinated with overall Major Gifts goals.
- Ability to initiate, analyze, monitor, evaluate and alter strategic advancement plans.
- Ability to articulate the case for support so that individuals "buy into" the vision/mission/goals of the agency and understand with sufficient effectiveness to secure gifts and pledges of $10,000 to $100,000 or more.
- Excellent oral, written, interpersonal, analytical and organization skills required..
- In addition to these general skills, the position requires the ability to participate in all aspects of the gift cycle:(1)to initiate contacts with potential major donors; (2) to develop appropriate cultivation strategies for them, inclusive of related event planning; (3) to move potential donors in an appropriate and timely fashion toward solicitation and closure; (4) to make solicitations when appropriate; (5) to maintain stewardship contacts with donors.
- Excellent computer and media skills including use of Donor Perfect, Razors Edge, ePhil or similar donor databases as well as proficiency in Constant Contact, Twitter, Instagram and Facebook
- Must have a driver's license.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.