

**MAJOR GIFTS OFFICER**

**Position Description**

POSITION DESCRIPTION: Major Gifts Officer

REPORTS TO: Director of Mission Advancement

ORGANIZATION: Maryknoll Mission Association of the Faithful, Inc.

commonly known as Maryknoll Lay Missioners

LOCATION: Maryknoll, NY

JOB TYPE: Full-time, Salaried/Exempt

**THE ORGANIZATION**

Maryknoll Lay Missioners (MKLM) is a Catholic organization inspired by the mission of Jesus to live and work with poor communities in Africa, Asia and the Americas, responding to basic needs and helping to create a more just and compassionate world.

**DEPARTMENT**

Our dynamic, fast-paced Mission Advancement (Development) Department is responsible for raising funds to meet the local and global financial needs of our organization in order to carry out the MKLM mission effectively and efficiently.

**POSITION SUMMARY**

Working closely with the Director of Mission Advancement, the **Major Gifts Officer** is responsible for the **Major Donor Program**: identifying, developing, managing, and growing strategic relationships with existing and potential donors. This includes prospect research, cultivation, stewardship and solicitation plans for individuals, foundations, and businesses with the goal of securing funding for MKLM. S/he engages donors directly through personalized communications and outreach that deepens their relationship with MKLM. S/he works in close collaboration with the Executive Director and department directors.

The Major Gifts Officer’s responsibilities require exercising discretion and independent judgement while carrying out major assignments for MKLM operations, nationally and internationally, with the goal of enhancing relationships and securing funding for MKLM.

This is an exciting opportunity for a leader - prepared to excel in a fast-paced environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties within the scope of this position maybe assigned.

1. **Major Donor Program (60%)**
   * Create and implement cultivation and solicitation plans for mid, major and leadership donors on a case-by-case basis using multiple touch points. Includes: personal meetings, email, text, telephone, targeted mailings, invitations to MKLM functions and other cultivation activities.
   * Conduct solicitation aka ‘the ask’. Includes: face-to-face meetings, written funding requests, etc.
   * Manage existing major and mid-level donors, initiate new relationships, and re-engage lapsed major donors. Includes: building appropriate strategies and creating the tools needed to initiate, cultivate and maintain these relationships.
   * Manage and maintain a continuous pipeline of donor prospects using the moves management process of identification, cultivation and solicitation.
   * Conduct follow-up from donor meetings on a timely basis ensuring that information is entered into the database and donor debrief record, and discussed with Director of Mission Advancement. Also ensures that any donor requests from the meeting are followed up within one week of the meeting.
   * Inform current and potential contributors about MKLM mission, programs and needs; solicit individuals to contribute via donations and/or planned giving. Includes multi-year commitments.
   * Identify donors who could be helpful in making introductions to new prospects for funding and/or in other areas that could assist MKLM. Includes: introductory calls, meetings, etc.
   * Assist the Board, senior leadership and other staff with identifying and soliciting prospects, providing support, counsel, and, if necessary, accompany them for presentations and solicitations.
   * Initiate and participate in donor meetings. As appropriate, include the Executive Director, Director of Mission Advancement, Board of Directors, and/or other key staff.
   * Assist with implementation of planned giving program, research and marketing.
2. **Prospect Research/ Donor Relations (25%)**

Conduct research, prepare for and conduct solicitation, follow-up, cultivate and steward.

* + research and gather information on individuals, corporations, and foundations to determine funding potential to support MKLM.
  + record all prospect data in database and assist with execution of moves management strategies.
  + prepare donor profiles (briefs), which include biographical, financial and historical giving information; potential for philanthropic support; areas of interest and affiliations.
  + create proposal documents for institutional funders: including cover letters, requests for funding, brochures, and funding lists.
  + prepare presentation materials for donor meetings, and other presentations, as requested.
  + prepare talking points and pitch
  + conduct follow-up communications: oversee appropriate acknowledgements to the prospect; make sure that appropriate parties [leadership, staff] are briefed on meeting/solicitation.
  + oversee scheduling, implementation and appropriate follow-up of select donor events including receptions/gatherings, in-house presentations, international travel (i.e. Friends Across Borders). Follow-up includes: donor requests and information collected, next steps.
* oversee development of appropriate content for major donor events, identify and schedule MKLM representatives, as needed.
* maintain relationship with donors through calls and visits that may include the DOD and/or ED.

1. **Administration (15%)**
   * Prepare annual financial goals and development activities. Includes: quarterly, mid-year and year-end reports (key performance indicators, fundraising metrics, and other reports).
   * Database: record and maintain up-to-date donor information. Ensure that information received from and regarding current donors is current and accurate in database.
   * Attend regularly scheduled staff meetings, and presentations.
   * Responsible for staying abreast of overall knowledge of the organization, including MKLM history, current events, MKLM Voices of Compassion and Maryknoll publications, in order to understand and explain MKLM programs and financial information.

**ETHICAL AND FISCAL RESPONSIBILITIES**

* + Makes every effort to ensure that the privacy of donors and financial data is respected.
  + Responsible for staying abreast of donor-relations and fundraising ethics, regulations, development trends, and standards.

**WORKING CONDITIONS, TRAVEL AND ENVIRONMENT**

* + Regular attendance: 5 days/week for a minimum of 35 hours. Must be available to work evenings and on weekends, as required.
  + Must be able to travel as required for standard domestic and international travel (i.e. donor meetings; off-site events; conferences). Maybe asked to travel to MKLM mission locations.
  + Work cooperatively with the Maryknoll lay missioners, board, staff, benefactors and Maryknoll Society, Congregation and Affiliates, as needed.

**QUALIFICATIONS AND SKILLS**

* + Required: minimum 3 – 5 years major gift fundraising experience. Includes: all aspects of donor cultivation (i.e. prospect research, writing, solicitation, follow-up, stewardship)
  + Proven success with securing major 5 to 7 digit gifts
  + Bachelor’s degree required
  + Excellent interpersonal, presentation, relationship building and negotiation skills; excellent oral and written communication skills
  + Ability to lead and motive others
  + Understanding of the needs and interests of major donors in order to strengthen the relationship between donor and MKLM
  + Knowledge and interest in international affairs and humanitarian issues
  + Ability to analyze and synthesize complex and sensitive material, and to present appropriate, well-informed messages to donors
  + Ability to write a range of correspondence from formal business letters to donor-focused thank you notes
  + Ability to handle a large volume of work under pressure and with deadlines
  + Excellent time management and organizational skills
  + Keen attention to detail with ability to simultaneously track multiple projects.
  + Ability to work with minimum supervision
  + Excellent judgment and diplomacy
  + Facility with spreadsheets, budgets, analytics and forecasting
  + Strong computer literacy. Proficiency with Microsoft Office Suite required, Raiser’s Edge a plus,
  + Familiarity with and commitment to the work of Maryknoll Lay Missioners
  + Familiarity with the teachings of the Catholic Church and social justice concerns
  + Valid driver's license.
  + Ability to travel locally and nationally (weekdays and occasional weekends) to visit donors, conduct presentations, and other promotional activities.
  + Ability to travel internationally.

Compensation: Salary will be commensurate with experience and proven track record.   
Application Deadline: until position filled.  
Interested and qualified parties, please email Mary Edgar, Human Resources Manager: [medgar@mklm.org](mailto:medgar@mklm.org)

For additional information, see the backgrounder that follows and visit us at our web site, [www.mklm.org.](http://www.mklm.org/) Applicants are particularly encouraged to review its section “What We Do.”