

Hospice of Southern Maine

Position Description

Title:	Major Gifts Officer	Reports to:	Development & Outreach Director
Location:	Main Office	FLSA Class:	Non-Exempt
Supervises:	None	Effective Date:	1/2022

Position Summary:

The Major Gifts Officer is responsible for helping HSM reach its fundraising goals by identifying, qualifying, cultivating, soliciting, and stewarding major gifts of \$1,000 and above. This individual will manage a portfolio of donors, including creating revenue goals; developing and implementing strategies; establishing relationships; identifying gift opportunities that match donors' interest; personally soliciting gifts; and continually stewarding as appropriate. This position is also responsible for entering, maintaining, and ensuring the integrity of actions and information in Raiser's Edge and reporting on performance to evaluate the success of these efforts.

Qualifications:

Education: Bachelor's degree required. Advanced degree and/or advanced certification such as CFRE preferred.

Experience: A minimum of 5-7 years of progressive nonprofit fundraising experience and demonstrated success in soliciting gifts required. Documented record of prospecting, cultivating, soliciting, and successfully closing gifts of \$1,000 and higher preferred. Proficient in Microsoft Word, Excel, and PowerPoint required. Experience and proficiency using fundraising software required, experience using Raiser's Edge preferred. Social media and virtual meeting management experience preferred.

License/Certification: Valid driver's license with a vehicle that is insured in accordance with state and/or agency requirements and is in good working order.

Essential Duties & Responsibilities:

1. Manages a portfolio of major gift donors and high wealth prospects.
2. Develops and implements cultivation and solicitation goals.
3. Identifies major gift prospects and develops compelling engagement strategies to cultivate, solicit and close gifts.
4. Establishes relationships by communicating and meeting with donors and prospects for the purpose of research, cultivation, solicitation, and stewardship.
5. In collaboration with the Development Director, CEO and others as appropriate, develops and cultivates a significant prospects pipeline as part of the agency's evolving fundraising strategy.
6. Travels for the purpose of prospect and donor cultivation, solicitation, and stewardship.
7. Shares responsibility with other Development department team members in daily social media posting and monitoring of various accounts and platforms.
8. Prepares written proposals, gift agreements, funder pitches, and other materials needed to define, secure, and document major gift activity.
9. Effectively utilizes Raiser's Edge to analyze donor and prospect giving targets and maintain records of contacts with donors and prospects.
10. Timely tracks, evaluates, and presents relevant major gift program information to the Development Director, CEO, Development Committee, and others as appropriate.

Other Job Functions:

The following is a list of responsibilities of this position but is not intended to cover all duties that this position may be required to perform from time to time.

1. Shares expertise with others through in-service and collaboration.

2. Works with diverse social and economic situations without imposing own values; maintains appropriate professional boundaries.
3. Demonstrates understanding of hospice philosophy.
4. Demonstrates understanding of team approach and communication.
5. Contributes to positive atmosphere; demonstrates positive interactions with internal and external customers.
6. Demonstrates ability to be a productive member of a high performing team.
7. Provides timely and appropriate response to internal and external customer needs
8. Participates in meetings and quality assurance and program improvement activities as required and necessary.
9. Offers suggestions to improve policies, procedures, and services in appropriate manner and time.
10. Demonstrates knowledge and support of agency’s safety and OSHA policies. Demonstrates use of safety judgment on a case-by-case basis. Utilizes proper body mechanics and safe working techniques and reports unsafe environments/practices to supervisor in a timely manner.
11. Demonstrates understanding of, and acts in accordance with, HIPAA Privacy Standards, Corporate Compliance, Code of Conduct, and related agency policies.
12. Acts in a manner consistent with the Code of Conduct outlined in the Agency’s Corporate Compliance Program.
13. Demonstrates understanding and compliance with agency policies, including but not limited to, documentation, continuing education, attendance/work schedules and required HR documentation, State and Federal policies and procedures, laws and regulations.

Required Skills, Abilities & Knowledge:

1. Excellent interpersonal and written and verbal communication skills that are used to foster relationship development at all levels both internally and externally.
2. Ability to establish, cultivate, and steward strong professional, trusted relationships while aligning donors’ interests with the mission, priorities, and goals of the organization.
3. Demonstrates passion and enthusiasm for the agency’s mission and values.
4. Innovative, self-motivated, results oriented and able to manage multiple projects well, working both independently and as a team member.
5. Ability to work well in settings presenting diverse physical conditions and socio-cultural environments.
6. Excellent strategic and critical thinking skills combined with good judgment and common sense.
7. Excellent time management and organizational skills to manage multiple tasks.
8. Ability to focus on accuracy, detail, results.
9. Presents as a business professional.
10. Ability to adapt to changing priorities.

Physical Requirements:

The physical requirements described are representative of those that must be met to successfully perform the essential responsibilities of this position. Reasonable accommodations may be made.

	Occasional (25%)	Frequent (50%)	Continuous (75%)
Lift or transfer			
Up to 10 lbs.			X
11-20 lbs.		X	
21-50 lbs.		X	
Carry		X	
Push or pull		X	
Climb		X	
Reach		X	
Stoop or bend		X	
Crouch		X	
Kneel		X	
Handle or feel		X	
Talk			X
Hear			X

	Occasional (25%)	Frequent (50%)	Continuous (75%)
See			X
Sit, walk, stand			X
Distinguish smell/temperature	X		
Exposure to blood borne pathogens and infectious disease	X		
Exposure to hazardous materials	X		
Repetitive Motion		X	

Visual Requirements:

1. The worker deals with office and/or medical equipment at or within arms reach.
2. Must be able to see to drive and to create, complete and read appropriate documentation.

Mental Requirements:

1. Requires the ability to plan and perform a wide variety of duties requiring extensive knowledge of policies and procedures. Requires considerable judgment to work independently toward general results, devising methods, modifying or adapting standard procedures to meet different conditions, making decisions based on precedent and policy.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee or for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee's Signature _____ **Date** _____