

**TITLE:** Major Gifts Officer

**REPORTS TO:** Executive Director of Advancement

**Summary:**

Reporting to the Executive Director of Advancement, the Major Gift Officer is responsible for the identification, cultivation, solicitation, and stewardship of major donor prospects with the capacity of making gifts of \$25,000 or more. The Major Gift Officer will secure funds for Spring Hill College by managing a portfolio of 75-100 assigned donors, achieving annual fundraising goals, and establishing connections between donors' philanthropic interests and the priorities of the College.

**Key Responsibilities:**

- Secures philanthropic gifts for the College by identifying, cultivating, and soliciting major gift prospects. Prepares proposals, advises donors on the benefits of various gift arrangements, and asks and closes major gifts for the College
  - Manages a portfolio of 75-100 donors and prospects; participates in prospect identification work through qualification and disqualification efforts
  - Works to meet or exceed assigned fundraising goal and performance metrics
  - Collaborates with Director of Stewardship to ensure gifts are acknowledged in a timely manner and donors are stewarded appropriately
  - Utilizes RE NXT to enter action notes and upload important donor documentation; works with Database Coordinator to update donor information, assignments, and proposal dates and amounts
  - Collaborates with Director of Development to create travel strategy; travels for face-to-face meetings
  - Work with faculty and staff within the organization to identify linkage, ability, and interest of major gift prospects for their solicitation in alignment with the College's priorities
  - Effectively manages a variety of professional relationships including individual donors, foundations, and businesses
  - Participates in annual and long-term strategic planning for the major gifts program
  - Maintain ongoing and active networking with internal and external constituencies
- Other Responsibilities:
- Collaborates with Advancement staff to further key organizational priorities

- Advances the overall culture of philanthropy within the organization
- Embraces and passionately advocates for Spring Hill's mission