



**Position: Major Gifts Officer**

Reports to: Vice President, Development & Communications

Department: Development & Communications

**POSITION SUMMARY**

The Major Gifts Officer plans, directs and administers a major gifts program from individual, corporate and foundation donors. This individual will manage the identification, qualification, cultivation, solicitation and stewardship of a portfolio of 120-150 major gift prospects. This individual will work collaboratively with colleagues on the development team to support the annual fund, special events, donor cultivation events and planned giving.

**ESSENTIAL FUNCTIONS**

- Serve as the primary contact for managing relationships and securing support from donors who have the capacity of making gifts of \$1,000-or-more to support Penfield Children's Center and Penfield Montessori Academy.
- Create and execute short, intermediate and long-term objectives to meet fundraising goals.
- Track and report relationship management activities.
- Actively work to identify prospective major gift donors that align with Penfield's initiatives.
- Develop and propose strategies for solicitation of major gifts, including: determining ongoing relationships with prospect/donor; recommending specific purpose and level of gift; and identifying those to be involved in cultivation and subsequent solicitation;
- Create and execute cultivation and stewardship strategy to convert event-based major gift donors to on-going supporters.

**Position Requirements:**

- Successful candidates must have at least 3-5 years of experience in fund development as well as a minimum of a Bachelor's Degree
- Knowledge of fundraising techniques and strategies, as well as familiarity with research techniques and information sources
- Self-starter and willing to take initiative; able to work independently with accountability
- Strong writing and editing skills with the ability to write clear, structured and persuasive proposals specific to grantors' criteria and individual donors' philanthropic goals
- Experience soliciting donors for philanthropic gifts
- Experience in developing an annual fundraising plan
- Proficiency in computer programs, including Word, Excel, Outlook, PowerPoint and donor tracking software (i.e. Donor Perfect, eTapestry, Raiser's Edge, etc.)

- Knowledge of not-for-profit organizations and funding communities
- Ability to work with a diverse staff and client base
- Highly organized and strong attention to detail

**Working conditions:** occasional evening and weekend work associated with special events and projects. Must maintain a valid driver's license and have access to an insured automobile.

**Safety/Environmental Hazards:** none

**Physical Demands:** manual dexterity required for typing on a computer keyboard, ability to lift or move objects of 25 lbs. or less, visual acuity (close vision, distance vision and ability to adjust focus)

Please send cover letter and resume to:

Human Resources  
Penfield Children's Center  
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Milwaukee, WI 53233  
[hr@penfieldchildren.org](mailto:hr@penfieldchildren.org)