



**Job Title:** Director of Major Gifts and Planned Giving  
**Department:** Development  
**Reports To:** Vice President of Development  
**Job Status:** Full-time, Exempt  
**Effective Date:** July 2025

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### **POSITION SUMMARY**

Under the guidance of the Vice President of Development, and in collaboration with the Senior Director of Development, the **Director of Major Gifts and Planned Giving** will play a crucial role in the Development Department, focusing on cultivating and stewarding relationships with individuals. As a frontline fundraiser, the Director of Major Gifts and Planned Giving is responsible for securing philanthropic support to advance the Kravis Center's mission in conjunction with the Strategic Plan. This position manages a portfolio of high-capacity donors and prospects, with a dual focus on major gifts (\$25,000+) and planned/estate gifts. The Director designs and executes personalized strategies for cultivation, solicitation, and stewardship while promoting long-term, meaningful donor engagement, and is a key member of the Development Department's Leadership Team.

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### **KEY RESPONSIBILITIES**

#### **Major Gifts**

- Manage and grow a portfolio of 100–125 individual donors and prospects with the capacity to donate annual gifts of \$25,000 or more.
- Craft and execute individualized strategies to move prospects through the donor continuum—identification, cultivation, solicitation, and stewardship.
- Partner with executive leadership, board members, and campaign volunteers to engage donors in priority funding initiatives, including performances, education programs, endowment, capital improvements, and strategic projects.
- In collaboration with the VP of Development, prepare compelling proposals, impact reports, donor communications, and briefing materials.
- Contribute to the planning and success of major fundraising campaigns.

### **Planned Giving**

- As the key point person for planned giving, lead and grow the Kravis Center's planned giving program, building relationships with donors interested in leaving a legacy through bequests, charitable trusts, beneficiary designations, and other estate planning vehicles.
- Identify and qualify planned giving prospects and work with donors and their advisors to facilitate and document commitments.
- Oversee all aspects of the Helen K. Persson Society, including recognition, stewardship, and marketing strategies.
- Ensure accurate and confidential recordkeeping of planned gifts in partnership with the finance department and legal counsel.

### **Cross Departmental Collaboration**

- Work closely with Development colleagues to ensure coordinated donor experiences and maximize giving opportunities across programs.
- Support the execution of donor events, salon gatherings, and backstage experiences that deepen donor relationships.
- Serve as an ambassador for the Kravis Center's mission and values in donor and community interactions.

### **Reporting & Database Management**

- Maintain detailed and timely records of donor contacts, proposals, and outcomes in the CRM (Tessitura).
- Provide regular reports on portfolio activity, performance metrics, and projections.
- Support ongoing prospect research and pipeline development in collaboration with Development leadership.

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### **REQUIRED ESSENTIAL SKILLS**

- Minimum 7–10 years of progressive fundraising experience, with demonstrated success in securing and stewarding major and planned gifts, with a focus on planned giving.
- Proven ability to build trust and rapport with high-net-worth individuals and inspire philanthropy.
- Excellent knowledge of planned giving vehicles and estate planning; experience promoting and securing legacy gifts.
- Exceptional interpersonal communication skills, including oral and written.
- An outgoing and pleasant personality; excels at interfacing with people; excellent team player; comfortable in social settings.
- Skilled at diplomacy, exhibiting sound judgement; solving problems quickly and creatively.
- Self-starter who takes initiative, especially as it pertains to donor solicitation.
- Strong organizational and analytical skills, with the ability to prioritize and manage multiple donor relationships simultaneously.
- In-depth knowledge of Microsoft Office Suite.
- In-depth knowledge of Tessitura and iWave would be an asset.
- Flexibility to work evenings and weekends for performances and donor events.
- Local and regional travel may be necessary for donor cultivation and stewardship.