

DIRECTOR OF INDIVIDUAL AND LEGACY GIVING, CHILD CRISIS ARIZONA

CLASSIFICATION: Exempt

SALARY GRADE: 22

SUPERVISOR: Chief Development Officer

PRIMARY JOB FUNCTION

The Major and Legacy Gifts Director is an important player in the overall fundraising plan working directly with major donors and prospective donors. This individual will be responsible for generating major and planned gifts for programs throughout the agency and will work with senior leaders and volunteers in cultivating and soliciting donations.

ESSENTIAL FUNCTIONS

Manages relationships for around 150 current & prospective donors contributing at all dollar amounts and participating in all aspects of the gift cycle.

Responsible for making a minimum of 200 meaningful contacts per year (50 face to face) donor contacts per year.

Ensures prospective donors move in an appropriate and timely fashion toward solicitation and closure.

Monitors all prospective donors/contacts to ensure positive and purposeful relationships are created and maintained.

Responsible for developing appropriate cultivation strategies for prospects, including working with volunteers. Initiates contacts with potential major/planned gift donors; identifying, qualifying, cultivating, soliciting and stewarding these individuals/groups. Adhering to the highest ethical standards, demonstrating perseverance, reflecting on optimistic and positive attitude, and conveying sensitivity and a sense of urgency to the needs of the donors.

Responsible for conducting research and providing information on prospects and donors. This includes but is not limited to; preparing written materials such as visit strategies/briefings, correspondence, solicitation/proposals and pledge documents.

Ensures accurate records of activities and prospect management, as directed by department protocol using the donor database. Monitor, evaluate and report on progress and outcomes obtained against agreed upon goals.

Responsible for responding to major and planned gift leads for follow up.

Must be able to work proactively and network successfully in order to expand the organizations portfolio.

Serve as a resource for other development agencies and staff who manage other prospects by offering prospect strategy counsel as appropriate and supporting other staff or volunteers in their solicitations as needed.

Must have flexible scheduling (early morning, late evening and weekend hours may be required).

Able to prioritize tasks, handle multiple assignments, and meet deadlines in a fast-paced environment, while maintaining strict attention to detail.

Goal oriented with a high level of energy, enthusiasm and dedication to the mission and goals of Child Crisis AZ.

Demonstrated success in making cold calls as well as developing cultivation and solicitation strategies.

Attend and participate in agency-related meetings, training and continuing education as appropriate.

Models expectation for sensitivity and competency relating to diversity and cultural awareness.

Meets regularly for individual supervision.

Models Center's expectation for sensitivity and competency relating to diversity and cultural awareness.

EDUCATION/EXPERIENCE

HS Diploma or equivalent with 7 years of proven success in major and planned gift fundraising. Bachelor's degree preferred.

Must have the ability to understand the needs and interests of major/planned gift donors in order to develop and strengthen relationships between them and Child Crisis AZ.

Capital campaign experience helpful.

Must have MS Office proficiency and CRM donor database experience.

Must be able to display verbal and written communication skills that meet the requirements of the position and needs of clients, vendors and community liaisons.

Must possess strong interpersonal skills and relationship building abilities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch

or crawl; talk, hear, taste or smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is regularly performed in office types of environments where noise is minimal.

HOW TO APPLY

Please visit the link below to submit application

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=28014&clientkey=B1B5C93A2F5EABE2A934AEAE43706412>

I have reviewed this copy of my job description and understand all of the requirements and functions of my position. I also understand all of the demands, both physical and mental, required by this position and by signing below agree that I am willing and able to perform such functions.

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

Employee Signature
Date

HR, Supervisor or Manager Signature

Date