



The Baptist Health Foundation was established in 1963 to provide financial support to advance the healing ministry of Baptist Health through purposeful and philanthropic partnerships. Baptist Health, Arkansas' largest and most comprehensive not-for-profit healthcare organization, includes 12 hospitals, a nursing and allied health college, a graduate residency program, over 250 points of access, and employs almost 12,000 people.

Major Gifts Officer

Summary:

The Major Gifts Officer is responsible for managing a portfolio of donors and prospective donors by cultivating and stewarding relationships to inspire long-term, sustainable support. This position will collaborate with other staff to develop and execute programs to increase major gifts of \$10,000 or more. Will perform prospect research, using best practice solicitation strategies to secure special event sponsorships and other funding opportunities. Will serve as Staff lead for the Bolo Bash Golf Tournament and Baptist Health College Little Rock. Staff support at events can occur outside normal business hours, and at times, the Major Gifts Officer may need to be present. This position will report to the Chief Development Officer.

Detailed Responsibilities:

- * Identifies, cultivates, and stewards relationships through personal interactions to secure immediate and future gifts of \$10,000 or more.
- * Develops and maintains yearly relationships with a portfolio of 60-80 prospective and active major donors to increase immediate and long-term funding and planned gifts.
- * Makes at least 18 contacts per month consisting of mostly face-to-face visits and some phone calls. Track their giving history, adding activities, and notes in CRM.
- * Serves as lead staff for the Bolo Bash Golf Tournament working with the chairs, committee members and Special Events Coordinator.
- * Researches, cultivates, solicitates, and stewards donors and prospective donors for sponsorships for the Bolo Bash Golf Tournament so annual goal is reached.
- * Staff liaison for Baptist Health College Little Rock, helping to promote endowed scholarships of at least \$25,000. Works with accounting on reports to present to the BHCLR Financial Aid office for available scholarship funding amounts, and serves on the Baptist Health Alumni Advisory Committee.
- * Builds relationships mostly through face-to-face visits, some phone calls, and emails. Updates notes in Foundation's donor database.
- * Grows annual revenue using donor best practices and strategic moves management, to establish long-term stewardship and engagement.
- * Conducts prospect research to seek current information on prospective and current donors.
- * Provides written and Crescendo Interactive proposal opportunities to donors.
- * Secures special event sponsorships and participates in events, as needed.
- * Works with the Donor Database and Services Associate to ensure donors are correctly recognized and thanked, and that the donor database records remain accurate.
- * Collaborates with the Foundation team to achieve overall fundraising goals.

Qualifications:

1. A Bachelor's degree is required.
2. Minimum of 3 years of non-profit fundraising experience with major gifts.
3. Proven track record and knowledge of identifying, cultivating, soliciting, and stewarding major gifts of \$10,000 or more.
4. Experience working with donor databases.
5. Proficient in Microsoft Outlook, Word, and Excel.
6. Working knowledge of Microsoft Teams and Google Workspace.
7. Requires strong oral and written communication skills, superior interpersonal skills.
8. Adherence to deadlines, strong organizational, and time management skills.
9. Ability to work independently in a self-directed manner and collaborate with others.
10. Must have demonstrated ability to work with all demographics and types of backgrounds.
11. Must have demonstrated ability to keep information in strict confidence.
12. Must be able to work some night and weekend events.
13. Commitment to the mission and values of Baptist Health and Baptist Health Foundation.
14. A current, valid driver's license and a safe driving record are required.