



Virginia League for Planned Parenthood Job Description

Job Title: Director of Major Gifts
Department: Development
Reports To: Chief Development Officer
FLSA Status: Exempt

To apply, please visit <https://valeague.bamboohr.com/jobs/>
Salary commensurate with experience.

JOB SUMMARY

The Director of Major Gifts reports to the Chief Development Officer, serves on the Development Team and will work closely with the CEO and key volunteers. The Director leads and manages VLPP's Major Gifts fundraising program assuring a well-defined donor cultivation strategy, tracking system, and communication plan across the service area with an emphasis on the Hampton Roads area.

DUTIES AND RESPONSIBILITIES (may include some or all of the following):

1. Produces a comprehensive data-driven development program and annual plan that expands VLPP's revenue stream and strengthens our donor base.
2. Develops processes for donor prospecting and qualifying, crafting and executing deliberate donor strategies, and directly solicits and stewards leadership gifts of over \$5,000.
3. Assess needs, plan strategically and evaluate implementation of programs.
4. Serves as the primary relationship manager for assigned donors in the major donor portfolio as well as support the development efforts of other key primary relationship managers assigned to donors in the portfolio.
5. Oversees preparation for solicitation or stewardship meetings, including researching prospects and preparing appropriate briefing materials in advance of meetings.
6. Other duties as assigned.

QUALIFICATIONS

Bachelor's Degree in Communications, Marketing, Business Administration, Healthcare Administration or closely related field from an accredited program. Minimum of five (5) years of demonstrated experience in related field with increasing levels of responsibility; demonstrated success in soliciting gifts of \$5,000 and more; and have excellent written and verbal communication skills and utilize ethical communication practices. Experience with Raiser's Edge a plus. Ability to work flexible hours with some evenings and weekends. Willing/able to travel. Willingness to follow Planned Parenthood's standards and guidelines and to abide by its mission.

LANGUAGE SKILLS

Strong spoken and written communication skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees. Interactions involve information exchange, presentation skills, decision-making, problem solving, feedback, negotiation and training.

MATHEMATICAL SKILLS

Frequently performs basic to make decisions and analyze problems. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret a variety of instructions and deal with several abstract and concrete variables. Ability to take decisive action. Work frequently requires problem analysis, ability to prioritize and reprioritize on an ongoing basis, use of independent judgment or action, creativity, mentoring and negotiation.

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 regularly required to stand, walk, sit, use hands to finger, handle, or feel, and talk or hear. The employee frequently is required to reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee occasionally is required to lift up to 50 pounds.

Must be able to maintain a flexible schedule that includes evening and weekend hours and during peak activity periods work in excess of standard work week hours.

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.

The noise level in the work environment is usually quiet to moderate. Employee may encounter protestor activity. Work schedules may vary to include Monday through Saturday and some evening hours. May be required to attend meetings outside of regular work schedule.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change.