



# Association for the Blind and Visually Impaired SC

## JOB DESCRIPTION

|                            |                                                                  |                              |                                                                                                       |
|----------------------------|------------------------------------------------------------------|------------------------------|-------------------------------------------------------------------------------------------------------|
| <b>Job Title</b>           | Major Gifts Officer                                              | <b>Approx. % of Travel</b>   | 30%                                                                                                   |
| <b>FLSA Classification</b> | Exempt                                                           | <b>Typical Work Schedule</b> | FT <input checked="" type="checkbox"/> PT <input type="checkbox"/> As Needed <input type="checkbox"/> |
| <b>Reports to</b>          | Chief Advancement Officer, Executive Director of ABVI Foundation | <b>Date</b>                  | July 2026                                                                                             |

### Job Description Summary

The Major Gift Officer (MGO) is responsible for identifying, cultivating, soliciting, and stewarding major donors and prospects for ABVI Foundation in support of the Association for the Blind and Visually Impaired SC (ABVI). As a key member of the ABVI Foundation team, the MGO manages a portfolio of major gift prospects and donors, develops personalized engagement strategies, and works closely with organizational leadership, board members, volunteers, and program staff to secure philanthropic support. This position will play a critical role in strengthening the organization's fundraising capacity and preparing for future comprehensive and capital campaign initiatives.

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|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Education</b>                                            | Bachelor's degree or equivalent combination of education and experience.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Experience</b>                                           | Minimum of 5 years' experience of successful fundraising experience.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Competencies-<br/>Knowledge<br/>Skills<br/>Abilities</b> | <p><b>Required Competencies</b></p> <ul style="list-style-type: none"><li>• Excellent verbal, written, and interpersonal communication skills.</li><li>• Strong organizational skills with the ability to manage multiple priorities and deadlines.</li><li>• Proficiency in database management and customer/donor relationship management (CRM) systems.</li><li>• Demonstrated ability to build and maintain positive and productive working relationships with team members and stakeholders.</li><li>• Ability and willingness to travel throughout South Carolina and occasionally outside the state as necessary to fulfill the essential functions of the position.</li></ul> <p><b>Preferred Competencies</b></p> <ul style="list-style-type: none"><li>• Experience with major gift fundraising in a nonprofit organization.</li><li>• Experience with campaign planning and/or capital campaign fundraising.</li><li>• Knowledge of planned giving principles and strategies.</li><li>• Familiarity with donor research, prospect identification, and wealth screening tools.</li><li>• Commitment to and passion for serving individuals who are blind or visually impaired.</li></ul> |
| <b>Licensures,<br/>Certifications</b>                       | NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Physical<br/>Requirements</b>                            | Lifting <input checked="" type="checkbox"/> <u>15</u> lbs.    Sitting <input checked="" type="checkbox"/> Standing <input checked="" type="checkbox"/> Driving <input checked="" type="checkbox"/> Kneeling/Bending <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Work<br/>Environment</b>                                 | Standard Office <input checked="" type="checkbox"/> Classroom <input type="checkbox"/> Client Homes <input type="checkbox"/> Medical Facility <input type="checkbox"/> Outdoors <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Work Location</b>                                        | Remote + Travel <input checked="" type="checkbox"/> Remote No Travel <input type="checkbox"/> Center + Travel <input checked="" type="checkbox"/> Center No Travel <input type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Client<br/>Population</b>                                | 3-22 years <input type="checkbox"/> Adult <input type="checkbox"/> Senior Adult <input type="checkbox"/> N/A <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Supervises</b>                                           | NA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

**Organizational Mission:** Empowering individuals who are blind or low vision to live fulfilling, purpose-driven lives.

**Core Values:** All employees are expected to exemplify the core values of ABVI, which are: accessibility, accountability, collaboration, innovation, and people-centric leadership.



## ***ESSENTIAL DUTIES AND RESPONSIBILITIES:***

### **Major Gift Fundraising**

- Manage and grow a portfolio of approximately 100–150 major gift prospects and donors.
- Identify, qualify, cultivate, solicit, and steward donors with the capacity to contribute \$5,000 or more annually, with an emphasis on securing and increasing gifts of \$10,000 and above.
- Meet or exceed annual fundraising goals and performance metrics established for the position.
- Conduct a minimum of 25 meaningful donor visits, meetings, or strategic contacts each month.
- Develop and execute individualized donor engagement and solicitation strategies.
- Prepare proposals, presentations, gift agreements, and stewardship reports.
- Maintain accurate donor records and activity reports within ABVI's CRM system.

### **Donor Relationship Management**

- Build and sustain authentic, long-term relationships with donors, prospects, and key stakeholders.
- Connect donors to ABVI's mission through site visits, client stories, events, and personalized experiences.
- Coordinate stewardship activities to ensure donors understand the impact of their investments.
- Partner with program and leadership staff to communicate outcomes and funding opportunities.

### **Campaign Readiness and Growth**

- Assist in developing and strengthening the ABVI's major gifts pipeline and campaign prospect pool.
- Conduct prospect research and assist in identifying, qualifying, and prioritizing prospective donors.
- Support campaign planning efforts, including feasibility studies, donor strategy development, campaign communications, and related activities
- Help develop and enhance systems, processes, and best practices that strengthen fundraising infrastructure and donor engagement.

### **Leadership and Collaboration**

- Work closely with the ABVI Foundation Executive Director, ABVI CEO, and volunteer leaders to advance major gift opportunities.
- Prepare donor briefings and support leadership during donor meetings and solicitations.
- Engage board members and volunteers in donor cultivation efforts.
- Represent ABVI at events, community gatherings, and donor meetings.

### **Other Duties**

- Support fundraising events as opportunities for donor cultivation and stewardship.
- Participate in department planning, budgeting, and goal setting.
- Perform other development-related duties as assigned.



# Association for the Blind and Visually Impaired SC

## **DISCLAIMER**

*The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. NOTHING CONTAINED WITHIN THIS JOB DESCRIPTION IS A GUARANTEE OF EMPLOYMENT, AND THIS IS NOT A CONTRACT OF EMPLOYMENT. ALL EMPLOYEES ARE EMPLOYED AT-WILL*

## **EEOC STATEMENT:**

*It is the policy of ABVI to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, age, religion, sexual orientation, citizenship status, national origin, disability, pregnancy, marital status or veteran status. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment.*

*This job description has been approved by:*

*CEO/COO Signature:*

*Date:*

*Employee Signature:*

*Date:*