



## **Major Gifts Officer**

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Reporting to the Vice President of Institutional Advancement, the Major Gifts Officer is responsible for programs to secure major gifts, including endowment, capital and planned gifts from all Mid-Pacific Institute constituencies. In collaboration with the Vice President of Institutional Advancement, the Major Gifts Officer will assist in the execution of a comprehensive major gifts plan to maximize fundraising success and primarily focus on campaign goals through external philanthropic support for Mid-Pacific.

Along with the Director of Alumni Relations, Director of Annual Fund, Director of Strategic Partnerships, and Advancement Services Manager, this position is a senior advisor to the Vice President of Institutional Advancement and provides leadership and evaluation to maximize philanthropic support for Mid-Pacific.

The Major Gifts Officer will develop and execute strategies for the solicitation of major gifts, foundation and corporate gifts, planned gifts, and, in collaboration with the Director of the Annual Fund, President and Vice President of Institutional Advancement, secure annual fund leadership gifts in addition to campaign gifts, as well as planned giving agreements. The Major Gifts Officer will ensure that all solicitations are carried out appropriately and in a timely manner, in accordance with best practices in moves management. The Major Gifts Officer will also develop and oversee the stewardship and cultivation functions, including major gifts stewardship and the planning and implementation of development events, including donor recognition events, on-campus dedications, and small group donor cultivation events with the Vice President of Institutional Advancement and/or the President.

The Major Gifts Officer will manage a portfolio of 125-150 major gift donors and donor prospects (who have the potential to make high 5-, 6- and 7-figure gifts) and will work closely with the Vice President of Institutional Advancement, the President of Mid-Pacific, and additional school staff and volunteer leadership in unifying a school fundraising strategy and ramping up program activity in preparation for a continual “silent” comprehensive campaign for Mid-Pacific.

The position requires a strong leader who is motivated to build relationships with potential funders and board members.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may

be assigned.

- Work closely with the Vice President of Institutional Advancement to identify, cultivate, solicit, steward and retain qualified prospects and donors.

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- Manage a portfolio of prospects and donors and applies a moves-management approach, with a custom cultivation strategy for each donor.
- Strategically engage Trustees, administrative leadership and current donors. ● Make discovery, qualification/assessment calls, cultivate, solicit, and recognize major donors.
- Promote and close complex gifts such as campaign, endowment and planned gifts. Develop and maintain a thorough working knowledge of Mid-Pacific's schedule, educational and strategic programs in order to effectively articulate the school's priorities and fundraising objectives to donors.
- Prepare and submit goals that contain specific timelines, projected results, and outcomes (business plans based on metrics).
- Document all activity in the Raisers Edge database.
- Attend all appropriate Advancement meetings as well as other appropriate school-related events.
- Develop strong relationships with leaders of foundations and corporations. ● Support the President, Vice President, and key volunteers in peer-to-peer cultivation of foundation and corporate leaders.
- Stay abreast of funding developments and provide updates to the Vice President of Institutional Advancement and Mid-Pacific leadership regarding foundation funding priorities and the school's alignment with trends.
- Work in close collaboration with school academic leadership to identify projects that are aligned both with school priorities and with foundation/corporate interests. ● Collaborate with campus partners to develop grant proposals, including writing, budgeting, formatting, gathering all supporting documentation, and packaging the proposal for submission.
- Steward donors via required reports. Collaborate with faculty and other campus partners to ensure the report on grant-funded projects are timely and include the appropriate level of detail.
- Manage grant administration and budgets through collaboration with campus leadership.
- Other duties as assigned by the Vice President of Institutional Advancement.

## **REQUIREMENTS**

- A Bachelor's degree is strongly preferred; advanced degree is an advantage. ● Minimum of five to seven years of progressively responsible experience in individual donor development and major gift solicitation, including experience managing a portfolio of high net worth individual donors.
- Working knowledge of philanthropic vehicles in order to facilitate sophisticated philanthropic conversations is critical.
- Attention to detail and the ability to manage multiple projects simultaneously is a must.
- Must be results oriented with a passionate commitment to independent schools and an appreciation of the goals and mission of Mid-Pacific Institute, and possess an understanding of complex institutions.
- Proven track record of successfully closing outright and planned major gifts, corporate and foundation relations, experience in raising funds in the fast-paced environment of a comprehensive and capital campaigns.

- Ability to develop strong relationships with donors with the highest degree of professionalism.
- Desire to mentor and promote a collaborative environment among front-line fundraisers.
- Keen budgetary acumen and a natural sense of curiosity and creativity are also desired. ●
- Strategic leader and thinker who can see the big picture of Advancement and how the Foundation and Corporate Relations function fits within it.
- Talented and flexible writer and communicator who is able to serve as either the primary writer of a proposal or primary editor of a proposal authored by a campus partner. Proficient in developing grant budgets.
- Relationship builder who is experienced in networking with individual donors and local and national foundations with the highest degree of professionalism.
- Team player. Willing to support advancement colleagues in the cultivation of individuals and/or grant development where necessary.
- Self-motivated and driven, with excellent time management skills.
- Possesses an understanding of electronic systems that enables successful interaction and proposal submission within a wide variety of electronic proposal submission portals. ●
- Proficient in Raisers Edge, MS Excel; MS Word; MS PowerPoint; Adobe Pro; Google Suite; and other productivity software.
- Some mainland travel and weekend/evening work required.

## **SCHOOL SAFETY**

- Participate in the development of a safe and healthy workplace.
- Comply with the instructions given for their own safety and health and that of others, in adhering to safe work procedures.
- Take reasonable care to ensure their own safety and health and that of others. ●
- Report any injury, hazard or illness immediately, to their Supervisor and Human Resources.
- Not place others at risk by any act or omission, not willfully or recklessly interfere with safety equipment.
- Act as a role model by demonstrating safe work behaviors.
- Identify, assess if necessary, and control hazards within area of responsibility.
- Ensure that equipment/supplies are properly maintained.
- Maintain relevant knowledge of safety laws.
- Develop safe work procedures and ensure adherence to procedures.
- Ensure compliance of safety policies and procedures.
- Communicate safety issues with employees.
- Ensure that employees are provided information, instruction, training and supervision that they need to work safely.
- Ensure that employees are aware of and abide by all relevant safety procedures. ●
- Encourage early reporting of incidents and forward information to Manager and Human Resources immediately.

**PHYSICAL DEMANDS**

Our campus consists of multiple buildings on 44 hilly acres that requires frequent walking including uphill and stairs. The individual is required to talk and hear, often required to sit and use their hands and fingers, to handle or feel and to manipulate keys on a keyboard. The employee is occasionally required to stand, walk, reach with arms and hands, climb or balance, and to stoop, kneel, crouch or crawl. Vision abilities required include close vision.

**MENTAL DEMANDS**

On a daily basis employee must frequently problem solve, make decisions, supervise, interpret data, organize, write, plan, and clearly communicate.

**EQUIPMENT USE**

Telephone and Copier – occasionally, Computer – frequently

**WORKING CONDITIONS**

Indoor – frequently, Outdoor – occasionally, Loud Noise – occasionally, Cold Temperatures – occasionally, Hot Temperatures – occasionally

**WORK ENVIRONMENT**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

Mid-Pacific Institute provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, marital status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Salary Range: \$100K

