**DIRECTOR OF MAJOR GIFTS**

Position Summary

Comic-Con International (Comic-Con) is seeking a Director of Major Gifts for the upcoming Comic-Con Center for Popular Culture. Located in San Diego's Balboa Park, this new cultural attraction will encourage an appreciation of comics and related popular arts through exhibitions, performances, educational programs, and outreach efforts. Reporting to the Vice President of Development, the Director of Major Gifts is responsible for the overall management of the major gifts program, which is charged with managing relationships and securing support from donors capable of making gifts of $50,000 and above.

Up to this point, Comic-Con has been largely funded through earned income from its successful conventions and events. However, the presence of the Center as a year-round educational facility will require a more traditional approach to nonprofit fundraising, including components such as major gifts, annual fund, grant writing, events and planned giving. Comic-Con has made a substantial financial commitment to the project but further capital fundraising will be required ahead of opening. Fundraising activities, including major gifts, will then support annual operations and any capital expansions.

As Director of our major gifts program, you will have the opportunity to work with one of the most exciting and vibrant cultural brands in the nation, along with the passionate and highly engaged audience of creators and fans that Comic-Con has developed over its 48 years of operations. This is also a rare chance to play a significant part in creating a groundbreaking visitor attraction, and to establish a brand-new development function inside a successful organization that has strong existing relationships. Additionally, the Director of Major Gifts will get to:

· Help our donors accomplish their philanthropic goals and ambitions through a relationship with our organization.

· Secure major gifts at $50,000 and above.

· Manage systems and software to track and cultivate donors and prospects, including our donor database and wealth screening tools.

· Manage a portfolio of donors and prospects.

· Work with the development department to align efforts and set goals.

· Create and implement moves management plans.

· Make direct, face-to-face solicitations, and assist the board and other staff with their solicitation (e.g., provide portfolio development support, strategic counsel, and help with donor communications).

· Acknowledge major donors through public and private recognition.

· Track and report progress using specific metrics.

This job might be for you if:

· You’re a true people person with an outgoing nature and are a self-starter driven by results.

· You have at least five years of nonprofit fundraising experience and have shown an ability to secure individual and major gifts while meeting objectives. Additionally, you make donors feel valued because you are sensitive to their needs.

· You are comfortable using a donor database, prospect research and other wealth screening tools to aid in your moves management process.

· You establish and maintain good working relationships throughout the organization and with outside constituencies.

· You have honed your writing and speaking skills and use them to compel individuals to action.

· You work well independently as well as on teams to ensure coordination and unity.

· You are not someone who spends a lot of time in the weeds, but you know donors expect you to be organized, prepared, detail-oriented and to follow through on promises.

· People are inspired by your determination. You bring people in line with a vision and motivate them to reach goals.

**Knowledge and Experience:**

· Bachelor's degree - Minimum of 5 years progressively responsible experience in Development, including experience developing successful ask strategies and effective major donor acquisition strategies.

· Experience deploying program and senior staff strategically in moves management and asks, in assessing capacity through prospect research, and managing donor relations.

· Proficiency in Microsoft Word and Excel, and experience with fundraising databases.

**Skills and Abilities:**

· Ability to qualify caseload donors that represent the highest giving potential for the organization.

· Ability to create reasonable financial goals for each donor, which is based on the donor's giving and the potential.

· Ability to create a personal contact and ask plan that considers the individual donor's interest, motivations, giving patterns and ask preferences, for each donor on the caseload, in a timely and cost-effective manner, and retains and upgrades donors.

· Ability to secure project and organization information and create and write effective offers, proposals and asks. Ability to secure information that can be sent back to donors to report on how their money was used.

· Ability to create timely reports that reflect caseload and performance.

· Ability to manage people, process, deadlines and budget while adhering to the policies and procedures of the organization and ability to get along with peers and management and maintain a positive and constructive attitude while solving problems.

· Interest in popular culture, arts, and education with an ability to protect the mission, goals, and values of the organization.

· Excellent oral, written, interpersonal, analytical and organization skills required.

· Must have a driver’s license.

**About the Center**

Established in 1970, Comic-Con International is a 501(c)3 nonprofit dedicated to building appreciation for comics and related popular art forms. Comic-Con’s conventions and events draw record attendance and the organization has become the premier advocate for awareness and appreciation of comic book and popular arts, which have grown to include aspects such as films, TV, videogames and science fiction/fantasy/ literature.

The Comic-Con Center for Popular Culture will be a year-round operation, manifesting the same values of accessibility, curiosity and appreciation that have driven the organization’s world-famous conventions.

Through exhibits that refresh frequently and consistently, and programs that offer opportunities to learn, experience, and participate, the Center will continue to build awareness and appreciation for the valuable contribution of comics to art and culture. The Center will be visitor focused, whether a Comic-Con fan or a member of the general public and will provide engrossing experiences that engage curiosity and inspire learning.

As mentioned, the Center will be in San Diego’s Balboa Park, a unique 1,200-acre urban park that features 17 museums and cultural organizations and attracts 14 million visits per year. The Center will be housed in a 68,000 square foot Maya Revival style structure that originated with the California Pacific International Exposition of 1935.

The Center is currently in startup mode. Working to a strategic plan, an Executive Director was recruited in October 2017 and the process of forming a new Board is underway.

Please submit resume and cover letter to [a2hr@comic-con.org](mailto:a2hr@comic-con.org)