



## **JOB DESCRIPTION**

**Job Title:** Director of Major and Principal Gifts

**Department:** Development

**Date:** November 30, 2023

**Position Status:** Full-Time

**FLSA Status:** Exempt

**Annual Salary Range:** \$85,000 to \$100,000

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### **General Statement:**

The Director of Major and Principal Gifts supports the Fleet Science Center's mission by developing and managing the Fleet's major gifts program to support mission-based program initiatives and capital projects. Guided by the Fleet's strategic plan and working collaboratively with the VP for Advancement, this individual will create strategies to meet current and future organization goals.

The Director of Major and Principal Gifts is responsible for cultivating and managing relationships with high-level donors that will lead to increased and consistent diverse revenue for the Fleet. This individual will manage their own prospect/donor portfolio in various stages of identification, qualification, cultivation, solicitation, and stewardship.

Responsible for the strategy and growth of the major and capital gift pipeline, the Director of Major and Principal Gifts will partner with the Development team, the CEO, members of the Board of Trustees and other volunteer leaders on researching and connecting with prospective new contributors.

**Reports to:** Vice President for Advancement

### **Primary Duties and Responsibilities, including mental requirements of position:**

1. Develop and implement the Fleet's major gift program including the identification, research, qualification, engagement, cultivation, solicitation, and stewardship of donors.
2. Work with the Director of Membership and Donor Relations, who manages the Luminary Society program, on cultivating donors for major and principal gifts.
3. Maintain and manage a personal portfolio of prospects, donors, sponsors, and funders.
4. Offer prospect strategy counsel to the V.P. for Advancement, CEO, and development staff who are managing other prospects.
5. In partnership with the CEO and the VP for Advancement, establish annual strategies and benchmarks to ensure proper reporting and growth in engagement and giving.
6. Help implement the Fleet's strategic fundraising plan and related timelines, resource expectations, budgets, performance metrics and reports, etc.
7. Work with the Board of Trustees to identify and solicit contacts.
8. Write and produce the appropriate materials for the major gifts program in coordination with peer directors and other staff as needed.

9. Guide major gift strategies to achieve organization goals.
10. Serve as staff officer to Development and Ad Hoc Board/volunteer committees related to major and principal giving.
11. Attend cultivation/fundraising events and community events as needed to connect with prospects and donors.
12. Cultivate a professional network of colleagues at other institutions to serve as a resource for new ideas.
13. Perform other special project duties as requested by the Vice President for Advancement.
14. Perform other duties as required.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE PERSON ASSIGNED TO THIS POSITION. PRINCIPAL DUTIES ARE INTENDED TO DESCRIBE THOSE FUNCTIONS THAT ARE ESSENTIAL TO THE PERFORMANCE OF THIS JOB. AN INCUMBENT MUST BE ABLE TO PERFORM ALL OF THE ESSENTIAL DUTIES OUTLINED ABOVE.

THIS JOB DESCRIPTION DOES NOT STATE OR IMPLY THAT THE ABOVE ARE THE ONLY DUTIES AND RESPONSIBILITIES ASSIGNED TO THIS POSITION. AN EMPLOYEE HOLDING THIS POSITION WILL BE REQUIRED TO PERFORM ANY OTHER JOB-RELATED DUTIES AS REQUESTED BY MANAGEMENT. ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH A DISABILITY.

**Tools and equipment used to perform this position:** Computer system including Microsoft Office and Raisers Edge, telephone, fax, photocopier.

**Experience, education, or skills required of the incumbent in this position:**

- 5+ years related experience in a position responsible for fundraising programs and cultivation of prospective donors. Direct solicitation experience required.
- Experience in conducting campaigns and demonstrated success in securing top-level gifts.
- Bachelor's Degree required.
- Strategic thinker.
- Excellent interpersonal and negotiation skills
- Excellent verbal and written communication skills.
- Ability to handle confidential information with tact and poise.
- Self-starter and able to determine priorities and meet deadlines.
- Dedicated work ethic - proactive, responsible, reliable, and attentive to deadlines.
- Ability to work collaboratively in a team environment and lead others when necessary.
- Must be available for occasional evening and weekend meetings and events.
- Must have access to reliable transportation.
- Must be computer literate and have ability to use Microsoft Word and Excel; knowledge of Raisers Edge preferred.
- Interest in Science and Education
- Ability to perform mathematical operations as needed for position.

**Supervision, direction, or guidance provided for this position:** Performs duties without supervision.

**Physical Requirements of this Position:**

Sedentary Work: Position involves sitting most of the time. Standing and walking are required occasionally. Position requires the ability to exert minimal force of up to 10 pounds occasionally and minimal force to carry, lift, push, and otherwise move objects frequently.

Physical Demands: The following activities indicated by an Y (YES) are used in performing the job.

<u>N</u> Balance	<u>N</u> Climbing
<u>Y</u> Carrying 1-10 lbs. daily	<u>N</u> Carrying 11-20 lbs. daily
<u>N</u> Crawling	<u>Y</u> Crouching
<u>Y</u> Far vision	<u>N</u> Feeling
<u>Y</u> Grasping	<u>Y</u> Hearing
<u>N</u> Kneeling	<u>Y</u> Left finger dexterity
<u>N</u> Legs and arms (ladder)	<u>Y</u> Legs only (stairs)
<u>N</u> Lifting 11-20 lbs. daily	<u>N</u> Lifting 21-50 lbs. daily
<u>Y</u> Near vision	<u>N</u> Pulling
<u>Y</u> Reaching	<u>Y</u> Repetitive Motions
<u>Y</u> Right finger dexterity	<u>N</u> Shoulder mobility
<u>Y</u> Standing	<u>Y</u> Stooping
<u>Y</u> Talking	<u>Y</u> Travel
<u>Y</u> Walking	<u>Y</u> Working outside the building
<u>Y</u> Working inside the building	<u>Y</u> Working alone
<u>N</u> Ability to push a wheelchair	<u>N</u> Ability to spend entire shift standing and/or walking
<u>Y</u> Working with others	

Does occupation involve exposure in these areas (yes or no)?

<u>N</u> Hazardous machinery	<u>N</u> Poor ventilation	<u>N</u> Noise
<u>N</u> Vibration	<u>N</u> Possible burns	<u>N</u> Wet areas
<u>N</u> Dust or Fumes	<u>N</u> Electrical hazards	<u>Y</u> Poor lighting
<u>N</u> Cluttered floors		