

Major Gifts Officer

JPCatholic is seeking a dynamic and mission driven Major Gifts Officer. The primary responsibility of the MGO position is to secure funds from qualified donors to advance the University mission, as well as to steward existing donors. The MGO will spend much time out of the office meeting with donors. The MGO will thrive from the satisfaction of helping donors fulfill their passions and interests through their giving to JPCatholic in support of its mission.

The MGO, using the “Moves Management” process, will:

- Qualify prospect donors.
- Create individualized prospect goals based on the person’s giving history and JPCatholic’s knowledge of the person's potential.
- Create individualized prospect’s plan to serve as an initial communications plan.
- Execute each individualized plan with discipline to ensure that the prospect is asked, stewarded and invited to invest again.
- Collaborate with faculty and staff to get timely and critical project information, including budgets, to create individualized prospect offers, proposals and asks to secure gifts.
- Produce monthly management reports, which accurately reflect activity and performance.
- Perform other major donor activities as required.

Performance will be measured by your ability to:

- Qualify donors that represent the highest giving potential for JPCatholic.
- Create reasonable financial goals for each donor based on the donor's giving and their potential.
- Create a personal contact and ask plan that takes into account the individual donor's interest, motivations, giving patterns and ask preferences, for each assigned donor, in a timely and cost-effective manner, and stewards and upgrades donors.
- Secure institutional project information to create and write effective offers, proposals and asks.
- Steward donors by reporting back to them on how their money was used
- Create timely management reports that reflect caseload and performance.

Qualifications & Experience

- A Bachelor’s degree, and a minimum of 3 years of development experience. An MBA or JD preferred
- Experience with the moves management process and systems to support its implementation.
- An understanding of CRM best practices and strategies in philanthropy, and fluency in social media as a philanthropy tool

- Experience in donor identification, qualification, cultivation, conversion, stewardship and retention
 - Exceptional communication and writing skills, impeccable attention to detail, strong organizational and project management skills, and strong interpersonal judgment
 - Cultural competence/humility and the ability to thrive in a diverse working environment, while working with people, process, deadlines and budget, and adhering to JPCatholic policies and procedures.
 - Have a positive, problem-solving attitude.
 - Protect JPCatholic's mission, goals and values.
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Environment

JPCatholic is a lay run Roman Catholic institution with a primary focus on shaping future creators and innovators, leaders and entrepreneurs within a faith-filled Catholic campus environment. Our faculty and staff passionately support the mission and vision of the University; they transmit that passion to our students, and seek to Impact Culture for Christ. Our students have the opportunity to acquire a deep and personal knowledge of Jesus Christ. Catholic ethical, moral, and social values provide a guiding compass for everything we do. Our academic vision is to create a extraordinary university for students through degree programs in the Creative Arts and Business Innovation.

Application

Send your resume/CV and a cover letter to Anna Velasco, Director of HR, at AVelasco@JPCatholic.com or to: 220 W. Grand Ave, Escondido, CA 92025. In your cover letter, you should explicitly detail how you will support the mission of the University, why you are well suited for the position, and explain your competence and commitment. Your resume should detail your professional experience as it matches the position requirements described above. Review of applications will continue until the position is filled. Interviews and hiring dates are budget and student enrollment dependent. Please carefully read and understand our expectations with respect to fidelity to and respect for the teachings of the Catholic Church here: <https://jpcatholic.edu/about/fidelity.php>

JPCatholic is committed to creating an atmosphere that values human diversity. Equal employment opportunities shall be afforded to all individuals with respect to compensation and privileges of employment, benefits, and separation, as well as all other terms and conditions of employment.