

# **TENFOLD JOB DESCRIPTION**

**Job Title: Senior Director for Major Gifts**

**Date Revised:** May 8, 2025

## **A. Basic Function:**

The Senior Director for Major Gifts is responsible for managing a portfolio of major gift prospects and donors, cultivating meaningful relationships to secure philanthropic support in alignment with organizational priorities. This role also includes supervision of development and communications staff, providing guidance, mentorship, and support to ensure team goals are met. This position oversees the donor data management system. The SDMG plays a key role in advancing the mission and strategic initiatives of the organization by securing significant gifts, strengthening donor engagement, and aligning donor focused communications.

## **B. Essential Functions:**

### **Major Gift Portfolio Management (65%)**

1. Develop and manage a portfolio of 75-125 gift prospects and current donors.
2. Create and implement individualized cultivation, solicitation, and stewardship strategies.
3. Conduct face-to-face donor meetings, both virtually and in person, with regular travel as needed.
4. Prepare compelling proposals, presentations, and reports tailored to donor interests.
5. Collaborate with leadership and program staff to match donor interests with organizational needs.

### **Team Supervision and Leadership (25%)**

1. Supervise and support a small team of development professional staff and support roles (e.g., grants, events, communications)
2. Help set and track progress toward individual and team fundraising goals.
3. Foster a collaborative, inclusive, and high-performance team culture.
4. Participate in hiring and onboarding. Provide training, coaching, performance feedback, and professional development initiatives for the team.

### **Collaboration and Strategy (10%)**

1. Contribute to the development and execution of overall fundraising strategies.
2. Support campaign planning and donor engagement events.
3. Maintain accurate records and activity reports in the donor database (e.g., Donor Perfect).

4. Partner with communications, finance, and program teams to align donor messaging and reporting.

**C. Other Functions:**

1. Other tasks as assigned.

**D. Supervision Exercised:** Supervises Development and Communications staff

**E. Supervision Received:** Reports to CEO, Tenfold

**F. Minimum Knowledge, Skills, and Abilities**

1. Bachelor's degree required.
2. Minimum 5 years of frontline fundraising experience, with a proven track record of securing major gifts (\$10,000+).
3. At least 2 years of supervisory or team leadership experience.
4. Excellent interpersonal, communication, and presentation skills.
5. Strong organizational and analytical skills, with attention to detail and follow-through.
6. Experience in capital campaigns, planned giving, and annual fundraising preferred.
7. Ability to work evenings and weekends as needed for donor engagement.
8. Comfortable working independently and as part of a team in a dynamic environment.
9. Proficiency with Customer Relationship Management (CRM) systems. Familiarity with Donor Perfect a plus and Microsoft Office Suite.
10. Commitment to Tenfold's mission and core values of Empowerment, Integrity, Innovation, Teamwork, and Diversity, Equity and Inclusion.

**G. Time Requirements:**

This is a regular full-time on-site position working 40 hours per week. Some evening and/or weekend hours may be required.

**H. Classification:**

This position is exempt from overtime and compensation is paid on a salaried basis. Starting range is \$70,000-\$85,000 annually

**To apply send a cover letter and resume to: Sandra Schnee, HR Manager, Tenfold, 308 E. King Street, Lancaster, PA 17602**

The above is intended to describe the general content of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understand the responsibilities and requirements of this position for which I have been employed by Tenfold.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Equal Employment Opportunity*

Tenfold is an equal opportunity employer and does not discriminate on the basis of race, color, gender, disability, ethnicity, religion, sexual orientation, national origin, age, citizenship, veteran status or genetic information.

*Americans with Disabilities Act*

Applicants as well as employees who are or become disabled must be able to perform the essential duties and responsibilities either unaided or with reasonable accommodation. The agency shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.