



POSITION: Major Gifts Officer

SUMMARY:

The Gamma Phi Beta Foundation is seeking a full-time, development professional to support the Foundation team in day-to-day activities including fundraising and outreach efforts. The Director of Advancement is responsible for identifying, cultivating, and stewarding gift prospects and donors to increase the visibility and financial resources of the Foundation.

REPORTS TO:

Executive Director

PRIMARY RESPONSIBILITIES:

- Oversees and collaborates with the Executive Director to implement a comprehensive development plan for the Foundation, with short term objectives and long-range goals and strategies.
- Solicits major gifts for our campaign.
- Identifies major gift prospects; conducts research and maintains donor files; coordinates prospect cultivation; devises and implements cultivation, solicitation and stewardship strategies.
- Collaborates with the development team to manage donor prospect information to identify new prospects and create cultivation plans.
- Contributes efforts to carry out the Strategic Plan.
- Maintains a high level of confidentiality involving all Foundation work.
- Displays a significant level of maturity, personal integrity and ability to understand, develop and sustain resilient relationships with donors, Trustees, colleagues and vendors.
- Requires up to 50 – 75 percent travel to support campaign fundraising efforts.
- Performs other duties as required.

QUALIFICATIONS:

- Bachelor's degree and minimum 5 years professional experience in nonprofit fundraising.
- Major campaign and major gift fundraising experience.
- Experience with membership organizations, preferred.
- Committed to accuracy with a conscientious attention to detail.
- Demonstrated ability to excel in a highly collaborative environment.
- Able to coordinate, prioritize and meet deadlines on multiple, simultaneous projects.
- Computer proficiency of Microsoft Office and demonstrated knowledge of fundraising database software.

HOW TO APPLY:

Please submit a cover letter, résumé, and salary requirements to lgray@gammaphibetafoundation.org.

ABOUT GAMMA PHI BETA FOUNDATION:

Established in 1959, the Gamma Phi Beta Foundation is a nonprofit 501(c)(3) organization whose mission is to support and inspire the lifelong development of women. The Foundation provides charitable and educational funding for leadership development, financial aid for members, and



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philanthropic opportunities for building strong girls; the Foundation has distributed \$9 million to date. Visit GammaPhiBeta.org for more information about the Gamma Phi Beta Foundation.