

Major Gifts Specialist

Job Description

Major Gifts Specialist

Job Category: **Professional**

Schedule: **Full time**

Shift: **1 - Day Shift**

Salary: **\$50,000-\$60,000**

SUMMARY:

The Major Gift (MG) Specialist serves as a front line fundraiser on an eleven person development team. Reporting to the Director of Major and Principal Gifts, the specialist will serve as a liaison to various service lines within the hospital and is responsible for building and strengthening partnerships with hospital staff. Additionally, the specialist is responsible for identifying prospects who can make gifts of at least \$5,000, and develop relationships and execute strategies that will generate at least \$350,000 to \$700,000 annually. Responsible for maintaining relationships with 50-150 prospects and donors, the specialist will be expected to manage all phases of the gift cycle (identifying, qualifying, cultivating, soliciting and stewarding) with the Southern Arizona community. The specialist fulfills an important role in growing the major gift pipeline – internally and externally, and represents the institution to volunteers, physicians, prospects, donors and the community at large.

ESSENTIAL FUNCTIONS:

Partner with Major Gift colleagues to create and execute thoughtful strategies for prospects and donors, working independently and in collaboration with the VP, Director, foundation colleagues, other members of the development team, physicians, health care providers, Senior Leadership, and volunteers to create meaningful opportunities for individual donors and prospects to become closer to the hospital.

The MG specialist is responsible for tracking and managing information and strategies pertaining to his/her portfolio of 50-150 prospects, including timely and accurate documentation of conversations and contacts with prospects, volunteers, board members, physicians and other healthcare providers, and medical center leadership.

Work independently, as well as in collaboration with the Donor Services staff, physicians and staff and other key volunteers to identify major gift prospects to build a portfolio of qualified donors and prospects to solicit donor support.

Executes assigned duties in the Grateful Patient program.

Under the guidance of the Director, Major and Principal Gifts, the specialist works with physicians and nurses to encourage referrals from Grateful Patients.

Will be assigned a certain number of physicians to develop long lasting relationships and help to identify major gift prospects.

The MG specialist will serve as the content expert and liaison for assigned service lines at the hospital.

The MG specialist will be expected to execute 50-150 meaningful visits annually; regularly close five, and six figure gifts, generating at least \$350,000 to \$700,000 in annual revenues.

Attend regular meetings and provide input and feedback as warranted and appropriate.

Maintain attention to detail and grasp the big picture, while advancing individual relationships along the continuum of donor activity.

Demonstrates TMCH Foundation's core values customers, employees, and visitors; and provided quality service in the performance of work assignments and duties.

Attends meetings as required.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION: Bachelor's degree or an equivalent combination of relevant education and experience.

EXPERIENCE: Three (3) to five (5) years' experience in fundraising or related field at a large non-profit institution. Progressive experience and demonstrable success in fundraising required. Knowledge of planned giving preferred.

LICENSURE OR CERTIFICATION: None Required

KNOWLEDGE, SKILLS AND ABILITIES:

- Working knowledge of all aspects of non-profit fundraising.
- Knowledge of non-profit organizations and laws governing non-profit organizations.
- Excellent writing, speaking, interview and listening skills.
- Excellent time management and organizational skills.
- Ability to make introductory phone calls to get appointments with donor prospects. Ability to main donor confidentiality.
- Demonstrated successful communication skills; strong interpersonal communication skills to interact effectively with donors and prospects and represent the TMC Foundation; written and oral communication skills with the ability to conceptualize and articulate in clear and simple way.

- Strategic and analytic thinking, organization, ability to motivate and gain cooperation from a wide range of individuals including physicians, health care workers and administrators, and senior leadership to meet objectives
- Ability to understand the needs and interests of major gift donors in order to develop relationships with them and the hospital
- An ethical fundraising professional who is motivated, attentive to detail, intellectually curious and who possesses extraordinary communications skills
- Must be able to work independently, as well as be part of a collaborative, inclusive and supportive team
- Raiser's Edge experience a plus

Application Instructions

Please click on the link below to apply for this position. A new window will open and direct you to apply at our corporate careers page. We look forward to hearing from you!

Apply at: <https://jobs.tmc.az.com/major-gifts-specialist/job/15420618>