



Job Description

JOB TITLE:	Major Gifts Specialist
DEPARTMENT:	Development
FLSA CLASS:	Exempt
REPORTS TO:	VP of Development and Public Relations
APPROVED BY:	VP of Human Resources

Salary range - \$50k-\$70k commensurate with experience

Job Summary:

The Major Gifts Specialist is a front-line fundraiser reporting to the Vice President of Development and Public Relations. Responsible for helping CDLN reach its fundraising goals by developing strategies for the cultivation, solicitation, and stewardship of donors who can make gifts of at least \$5,000. This position will manage a portfolio of 50-100 high wealth prospects by designing and developing solicitation strategies, identifying gift opportunities that match donors' interests, personally soliciting gifts and, continually stewarding major gift donors. In addition, identifies, cultivates, and stewards high-level annual donors and planned giving prospects.

Essential Duties:

- Helps to create and reach CDLN fundraising goals.
- Develops strategies for the cultivation, solicitation, and stewardship of donors.
- Manages multiple prospect portfolios at one time.
- Designs and develops solicitation strategies in a professional manner.
- Identifies gifting opportunities to match donor's interests.
- Identifies, cultivates, and stewards high-level annual donors.
- Continually stewards major gift donors.

Required Education/Experience/Skills/Abilities:

- Bachelor's degree required; advanced degree or advanced certification such as CFRE preferred.
- 5-7 years of experience in development, advancement, or fundraising, with demonstrated success in nonprofit, medical, or education-related organizations.
- Documented record of successfully closing gifts within or above the range outlined.
- Must be able to meet training and agency requirements for the position.
- Must foster an environment that is solution-focused, dedicated, and compassionate to support the organization's mission, values, and strategic direction.
- Must exhibit a demonstrated commitment to diversity and inclusion, valuing diverse perspectives and encouraging contributions by all team members.
- Must possess or be able to qualify for and maintain a valid Arizona department of public safety level one fingerprint clearance card.
- Must possess and maintain a valid Arizona driver's license and be insurable under the agency's automobile policy.

Supervisory Responsibility:

- No

Level of Supervision:

- Moderate

Work Environment:

- Work is generally performed within an office environment, with standard office equipment available.

Position Physical Demands:

- Occasional to moderate physical effort (lift/carry up to 25 lbs.).
- Occasional to moderate reaching, bending, stooping, kneeling, or crouching.

Driving Requirements:

- May drive on behalf of the agency.
- 3 Year Motor Vehicle Report must be provided.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive list of activities, duties, or responsibilities required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Acknowledgement:

I have read, fully understand, and acknowledge receipt of this job description document; agree to perform the responsibilities outlined in my job description; and agree to perform additional duties which are consistent with the general responsibilities of the position.

Signature: _____ **Date:** _____

Print Name: _____