



## POSITION ANNOUNCEMENT

**Job Title:** Major Gifts Officer  
**Reports to:** Director of Major and Planned Gifts  
**Job Status:** Exempt, Foundation Staff  
**Apply:** [TMC Health Foundation Major Gifts Officer Position](#)

### **Position Summary:**

Develop and implement cultivation strategies for assigned prospects with the goal of closing major gifts of \$10,000 or more. Manage a pool of 100 top prospects with a goal of closing 25 gifts per year. Identify new volunteer and financial support opportunities from patients and friends of TMC Health with the goal of expanding the number of viable qualified major gift donors for TMC Health. In consultation with the Director Major Gifts & Planned Giving, provides personalized stewardship to assigned donors.

### **Essential Functions:**

- Develops and implements an effective major gift strategy that considers the unique mission of TMC Health and the special needs of current and potential donors.
- Develops, implements, monitors, and updates a comprehensive one-year and long-range strategic plan, including measurable goals and objectives for a major gift and planned giving program.
- Identifies, cultivates, solicits and stewards current and prospective donors who can execute gifts of \$10,000 and more.
- Formulates individualized solicitation strategies for major gift prospects.
- Protects the best interests of the existing and potential donor base while advising donors of potential means for donating property and/or funds to the Foundation.
- Works closely with other Foundation staff on cultivating annual, major, and planned giving prospects.
- Identifies, cultivates, and educates volunteers and staff about TMC Health and its mission.
- Contributes to and ensures quality of all mailings and/or publications internally and/or externally that are related to major gifts strategies.
- Provide staffing for the ad hoc fundraising committees and participates on committees as directed.
- Maintain professional expertise and knowledge in technical aspects of major gift programs through seminars, workshops, and professional affiliations. Attend and serve on professional/civic service organizations as a TMC Health representative.
- Contribute to the effectiveness and accuracy of major gift donor records and database.
- Implement and collaborate with the Development team to manage and grow all aspects of Planned Gifts at TMC Health Foundation through marketing, face-to-face visits, outreach, events, tracking and projecting, gift administration, and engagement with the Anna E. Erickson Legacy Society for people with documented estate plan gift intentions. Legacy giving to include, bequests, Charitable Gift Annuities, Charitable Remainder Unitrusts/Lead Trusts, trusts and wills, and endowment gifts.
- Navigate the technical aspects of planned giving vehicles and the relevant tax and estate consequences of these vehicles and how they can be used to enhance fundraising efforts.
- Manage a pool of individual Planned Giving prospects; cultivate, solicit and steward current or deferred gifts for those interested and/or identified as donors and track planned giving proposals.

- Attend community and TMC Health events to promote the TMC Health Foundation and engage with current and prospective major donors.
- Maintain established departmental policies and procedures, objectives, improving organization performance program, and safety standards.
- Adhere to and supports team members in exhibiting TMC Health values of integrity, community, compassion, and dedication.
- Adhere to TMC Health organizational and department-specific safety and confidentiality policies and standards.
- Performs other duties as assigned or requested.

**Minimum Qualifications:**

- Bachelor's degree preferred or an equivalent combination of relevant education and experience.
- Five (5) years of experience in major gift fundraising

**Knowledge, Skills, And Abilities:**

- Thorough knowledge of major gift programs; strategic planning; proposal development; and major gift portfolio management.
- Knowledge of the Association of Fundraising Professionals Code of Ethics and Standards of Professional Practice.
- Knowledge of major gift moves management systems and software management, basic word processing/spreadsheet software, and database management.
- Skill in developing a successful major gift solicitation and gift acquisition program.
- Skill in written and oral communications and strong interpersonal communication with the ability to conceptualize and articulate in clear and simple language.
- Ability to identify prospects, mine existing donor database, develop solicitation plans, and close gifts.
- Ability to motivate and manage individual donors to match philanthropic desires with the needs of TMC Health.

Apply online at : [TMC Health Foundation Major Gifts Officer Position](#)