



POSITION DESCRIPTION

9/20/2018

TITLE

Major Gifts Officer

DESCRIPTION

The Major Gifts Officer serves as a principal fund raiser responsible for identifying, cultivating and securing donations from individual high level donors. This position is exempt.

QUALIFICATIONS

- Bachelor's degree with a minimum of five (5) years of experience in fundraising, individual giving, and/or major gifts cultivation.
- Proficiency in working with donor management software.
- Ability to communicate effectively and professionally, both verbally and in writing.
- Excellent interpersonal communication skills.
- Demonstrated ability to project a positive, professional image.
- Ability to travel statewide.
- Demonstrated ability to work in a team environment.
- Ability to work independently and organize work to meet established deadlines; solve problems using good judgment; understand when to seek assistance or guidance from others.
- Proficiency with MS Office including Microsoft Word, Excel and Access.
- Valid Driver's License.
- Effective time management skills.
- Some weekends, evenings and overnights, will be required.

RESPONSIBILITIES

- Abide by SOWI Guiding Values.
- Execute Special Olympics Wisconsin's Strategic Plan.
- Participate on the Benevon Individual Giving team and assist with creating Point of Entry events and the annual Champion Together Breakfast.
- Analyze past giving to identify prospects in the gift range of \$2,500 or more.
- Build a portfolio of 150 prospective donors.
- Organize portfolio according to Moves Management – identification, qualification, cultivation, solicitation, stewardship and manage contacts with individual prospects.
- Responsible for professional correspondence and communication.
- Establish and strengthen relationships with individuals with the capacity to make major, leadership gifts to Special Olympics Wisconsin, Inc. and to secure these gifts.
- Implement a Moves Management Program averaging 15-20 significant personal visits or calls per month with some travel involved.

- Prepare presentations for prospects and donors, on behalf of the mission of Special Olympics Wisconsin, Inc.
- Work with the Vice President(s) of Development and Marketing Department to coordinate outreach and messaging.
- Assist with creation of plan for annual end of year donor Thank You piece by mail, electronic and social media.
- Utilize donor management software to identify and research prospective donors.
- Works in coordination within development department and other departments to meet the organization's appeal objectives.
- Promote the mission of Special Olympics Wisconsin, Inc.
- Other duties as assigned by Vice President of Development.

SUPERVISION

The Director of Development-Major Gifts works directly under the supervision of the Vice President of Development.

MISSION

The mission of Special Olympics Wisconsin is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with cognitive disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

Signature

Date