

**WOOD RIVER LAND TRUST
JOB DESCRIPTION**

Title: **MAJOR GIFTS OFFICER**
Supervisor: Director of Operations
Date: June 2017

SUMMARY OF POSITION

The Major Gifts Officer (MGO) works closely with the Executive Director, Director of Operations, Outreach and Development Committee, and other staff and is responsible for identifying, cultivating, and soliciting major gifts from individuals, corporations, and foundations to meet Wood River Land Trust's (WRLT's) fundraising goals. This position is responsible for advancing WRLT's fundraising strategies as they apply to the organization's short and long-range goals and objectives. The MGO identifies opportunities for non-cash gifts such as planned gifts, and non-cash assets, and ensures ethical compliance with fundraising standards as defined by the Association for Fundraising Professionals. The MGO is a full-time position supervised by the Director of Operations, and may supervise other staff and volunteers.

DUTIES

1. Manage a prospect load of approximately 150 individuals and foundations and personally solicit and bring to closure major gifts. The Major Gifts Officer is accountable for identifying, cultivating, soliciting, and stewarding a portfolio of major donors/major donor prospects capable of making significant gifts (\$1,000 or more). A minimum of 70 personal cultivation and/or solicitation visits are the goal annually.
2. Responsible for the cultivation and expansion of the major donor base. The MGO creates opportunities for the Board, O&D Committee, Executive Director, staff and the MGO to communicate WRLT's message to prospective large donors. Personal communications include small group meetings, dinner parties, land tours, and other field activities and social events.
3. Coordinate, participate in, and follow-up on fundraising events such as the Annual Donor Appreciation Party, other donor parties, community outreach and other special events.
4. Participate in the development of fundraising goals, strategies, and action plans. Recommend methods, systems, and approaches to build Board and Committee participation in fundraising to significantly increase revenue from individuals, foundations, and corporations.
5. Coordinate with the Development Coordinator to ensure effective marketing and outreach to major donors and major donor prospects.
6. Build staff and board capacity to solicit and raise major gifts and corporate, foundation, and planned gifts. Track and steward all planned gift donors while actively seeking new ones.

7. Work with the Executive Director, Director of Operations and Executive Committee to prepare annual and special project budgets and to monitor budget progress.
8. Work with staff to develop collaborative fundraising strategies with public, governmental, and non-governmental organizations and other partners.
9. Perform other development-related duties as assigned by the Executive Director or Director of Operations including but not limited to grant writing, stewarding donors on special trips/events, etc.

REQUIREMENTS

1. Bachelor's degree in business, marketing, communications, or related field and successful fundraising experience (minimum of 3 years) with major gifts.
2. Experience conceptualizing, planning, and implementing programs with the demonstrated ability to "ask" and negotiate major gifts. Demonstrated knowledge of development and fundraising practices, fundraising principles, and financial management. Proven record of extensive personal visits with prospects and donors.
3. Superior communication skills, both oral and written. Ability to communicate ideas with enthusiasm and convey Wood River Land Trust's mission to prospective supporters. Excellent interpersonal communication and presentation skills including comfort interacting with board members, co-workers, and donors. Strong writing skills for handling correspondence, proposals, reports, and presentations.
4. Ability to work with discretion and tact in an environment exposed to proprietary and confidential information.
5. Excellent computer skills (MS Word, Power Point, InDesign). Experience with donor tracking software required.
6. Excellent organizational skills and attention to detail. Demonstrated ability to set priorities, manage time and multiple projects/deadlines efficiently, and maintain good judgment, calm demeanor, and flexibility under pressure.
7. Proven ability to deal effectively and comfortably with a wide range of people including major donors, major donor prospects, and colleagues. Proven ability to work effectively as a team player in a collaborative environment.
8. Willingness and ability to travel to fulfill job requirements. Some evening and weekend work required.
9. A passion for the mission and goals of Wood River Land Trust.

Please send a current resume, cover letter, and contact information for three references to info@woodriverlandtrust.org by June 30, 2017.