

Boys & Girls Clubs of Dorchester
Major Gifts Officer
Job Description

PRIMARY FUNCTION:

Reporting directly to the President & CEO, the Major Gifts Officer will play a key role to develop, cultivate, steward and retain a network of Corporate and Individual donors and prospects, collaborating with CEO, Board Members, Management and Development teams, and relevant committees. The Major Gifts Officer will also be responsible for developing and implementing a strategy for Individual/Corporate major gift donor relationship management to meet short and long-term goals that advance the mission of the organization.

KEY ROLES (ESSENTIAL JOB RESPONSIBILITIES):

- Manage a portfolio of Individual and Corporate donors.
- Research and develop effective solicitation strategies as well as stewarding donors throughout the major giving process.
- Select major gift prospects for cultivation by building valuable relationships with major gift prospects.
- Collaborate with board members, senior management, internal and external stakeholders and the Development Team to coordinate and execute short and long-term fundraising initiatives.
- Ensure tracking and analysis of major donor cultivation and giving through database management; Maintain accurate data and interactions in Abila software in a timely manner
- Represent the Club at public events including donor groups, community groups and at special events.
- Develop relationships with new constituents.
- Acknowledge major donors through public and private recognition; create and update materials for major donors, including brochures, reports, mailings, etc.
- Project and track major gifts, revenue and expenses, and adjust according to results.
- Work closely with Development team to ensure coordination of solicitation efforts among entire prospect and donor base.
- Manage acknowledgment process.
- Work with Development team to set revenue goals and accomplishing annual fundraising needs.
- Attend staff and board meetings as required and represent BGCD at networking and fundraising events.
- Interpret and share BGCD's core values, mission and strategies.
- Perform any additional duties as needed by the President & CEO.

SKILLS/KNOWLEDGE REQUIRED:

- Bachelor's Degree required; additional fundraising-related certifications and degrees
- Minimum of 7 years of active solicitation and demonstrated success in major-gifts fundraising with a focus on prospect identification, relationship building and solicitation.
- Highly energetic individual with track record of developing and executing major gift strategies.
- Demonstrated success, thorough knowledge and understanding of best practices in nonprofit fundraising

- Demonstrated success in networking to build creative and mutually beneficial business relationships within the corporate, public and nonprofit sectors.
- Proven experience and knowledge of the full spectrum of development, including planned giving, gift solicitations, stewardship, donor recognition and administration.
- Excellent written and verbal communication skills, organizational skills, and project management skills.
- Ability to manage multiple projects and deadlines and the willingness to meet unexpected or unanticipated demands.
- Ability to work independently as well as part of a team.
- Proven, successful track record with donors in the Greater Boston Region.
- Experience with Board Management as well as the ability to maintain a high level of diplomacy and confidentiality.
- Superior communication skills both oral and written
- Strong organizational skills, excellent writing skills and good public speaking skills
- Proficient with Abila, MS Office Suite, including Word, Excel and Outlook
- Self-motivated as well as the ability to make independent decisions.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Occasional – Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; interruptions are common; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, standing, walking, handling objects with hands, talking, hearing, typing and looking at a computer screen. Job occasionally requires reaching and lifting up to 10 pounds.