



Florence Fuller Child Development Center Job Description

Title: Major Gifts & Planned Giving Officer

Department: Advancement

Hours: Full Time/ Exempt

Reports to: CEO

Mission Statement: Making a difference through education for economically challenged children and families to build a positive future in our community.

Vision Statement: Striving for excellence as a progressive Child and Family Center, while being the catalyst for change that positively impacts our community.

Core Values: Compassion, Critical Thinking, Dignity, Excellence, Flexibility, Honesty, Mutual Respect, Promotes Harmony, Takes Initiative, Team Player, Trust, Building Donor Relationships

General Description:

Under the supervision of the CEO, the Major Gifts Officer will develop an individual, major gift and planned giving program by building key relationships with philanthropists, volunteers, advocates and supporters. Provide leadership and direction to the organization for major gift and planned giving fundraising strategies, stewardship, and donor relations. Responsible for planning and successfully executing fundraising strategies; monitoring progress, and delivering established fundraising goals by leveraging Florence Fuller Child Development Center's mission, programs and initiatives to attract major and planned giving donors and gifts. Works with the CEO, Foundation Board of Directors, Board of Directors, and development staff and other FFCDC leadership to increase visibility and build donor support.

Key Roles (Essential Responsibilities):

Leadership

- In partnership with CEO, responsible for the management of activities and functions of the Foundation Board of Directors.
- Participate in recruiting experienced and diverse leadership on the Florence Fuller Foundation Board of Directors, FFCDC Board of Directors and/or committees in order to ensure that these groups are representative of, and responsive to, the communities served.
- Develop and staff a leadership committee of high level volunteers to assist in identifying, soliciting and stewarding major gift and planned giving donor prospects.
- Participate in setting organizational strategy, goals, and objectives as an active member of the executive management team.



Florence Fuller Child Development Center Job Description

Title: Major Gifts & Planned Giving Officer

Department: Advancement

Hours: Full Time/ Exempt

Reports to: CEO

- Foster and support a culture of philanthropy across the organization. Serve as an articulate, highly active and visible spokesperson to the donor community and a variety of key constituencies to enhance recognition and support for FFCDC.
- Supervise Director of Advancement and work with Advancement team, FFCDC Board and Foundation Board and other community partners to achieve agreed upon development goals.
- Provide support to the CEO and Director of Advancement, in creating donor/prospect briefings, proposal materials, and other major donor communications.
- Support the Major Gifts Committee, Advancement Committee, Foundation and other select Trustees in the cultivation and stewardship of their designated prospects for Annual Fund, Major Gifts and planned giving campaign goals.

Development

- Develop and implement a strategic plan for all Foundation single and multi-year fundraising efforts, including endowment, major gifts, annual gifts, and planned gifts.
- Develop a compelling case for support by involving stakeholders (such as volunteers, staff, and members of the Board) in order to communicate the rationale for supporting the organization's fundraising programs.
- Identify new opportunities for major gifts and planned gifts through proactive prospecting as well as ongoing cultivation of FFCDC's' current major funders.
- Provide leadership and direct the execution of major gift fundraising cultivation and stewardship events and activities such as luncheons or dinners working with other Development team members as necessary.
- Work with key Development staff to develop a list of prospective current donors who have the capacity and propensity to give. Create an individual moves management plan for each donor that gives up to \$25,000 annually. Present information to organization's leaders in order to establish consensus for action.
- Identify and cultivate a portfolio of at least 20 prospects with an emphasis on securing new gifts through both direct marketing and one-on-one engagement.



Florence Fuller Child Development Center Job Description

Title: Major Gifts & Planned Giving Officer

Department: Advancement

Hours: Full Time/ Exempt

Reports to: CEO

- Secure 4-6 planned gifts annually from existing and new donors.
- Set, manage, and meet aggressive targets for annual gifts, developing an effective pipeline to the major, campaign, and planned gifts program.
- Prepare strategy, briefings, and proposals for face-to-face meetings with donors conducted by senior staff and/or volunteer leadership.
- Provide appropriate oversight of development systems and procedures; control expenses associated with Florence Fuller Foundation fundraising and accurately report the results in compliance with standards set by the CEO; work with the CFO to properly coordinate and support development activities and data management.

Donor Relations & Stewardship

- Working with Director of Advancement, provide leadership, direction and oversight on stewardship process for the organization to ensure that major donors/individuals, corporations, foundations, and government agencies are acknowledged, managed and leveraged.
- Work to ensure that the CEO and key board members are available to support the organization in the strengthening of these key relationships.
- Initiate and strengthen relationships with all constituents through a systematic cultivation plan designed to build trust in, and long term commitment to, the organization.
- Track cultivation and stewardship activities for portfolio in the Salsa database.
- Acknowledge and recognize gifts in ways that are meaningful to donors and appropriate to the mission and values of the organization.

Ethics and Accountability

- Work with CFO to ensure that all fundraising activities and policies (i.e. gift acceptance policy) that reflect the values of the organization and satisfy legal and ethical standards.
- Work with CFO to clarify, implement, monitor, and honor donors' intent and instructions, and ensure that allocations are accurately documented in the organization's records.



Florence Fuller Child Development Center Job Description

Title: Major Gifts & Planned Giving Officer

Department: Advancement

Hours: Full Time/ Exempt

Reports to: CEO

- Work with CFO in complying with all reporting requirements and regulations in order to fulfil commitment to accountability and demonstrate transparency.
- Maintain respect for confidentiality of donor information and strong sense of donor ethics.

Relationships

- **Internal:** Maintain close, daily contact with staff and the CEO to receive/provide information, discuss issues, explain guidelines/instructions; instruct; and advise/counsel.
- **External:** Maintain contact and build relationships with donors, Foundation Board of Directors, committee leadership, others to assist in mission advancement including board recruitment, management and stewardship. Represent FFCC in the community, and at donor events.

Physical Requirements/Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This position requires a moderate amount of sitting, walking and the frequent use of hands and arms. Talking and listening will be a major component. Occasionally, light lifting will be required. The ability to focus with the eyes for close range and be able to distinguish colors is required. Additionally, the work environment is a typical climate controlled office environment and the noise is usually moderate, but occasional situation louder noise will be prevalent.

Job Qualifications:

Minimum Experience Required

- Minimum of a Bachelor's degree from an accredited college or university in marketing, public relations, or business administration.
- A resume that reflect commitment to achievement in previous positions including longevity of 2 years in each of previous roles and a track record of measurable accomplishments.



Florence Fuller Child Development Center Job Description

Title: Major Gifts & Planned Giving Officer

Department: Advancement

Hours: Full Time/ Exempt

Reports to: CEO

- A minimum of 5 years of progressively responsible work experience in non-profit agency with emphasis on fundraising, marketing management, budgeting, community and public relations.
- Thorough understanding of nonprofit and philanthropic sector.
- Experience in leading multi-million dollar capital/endowment campaign(s) preferred.
- Evidence of a strong record of closing major and planned gifts and a thorough understanding of financial and estate planning and deferred giving.
- CFRE preferred but not required.
- Knowledge of accounting principles as they relate to fundraising issues.
- Excellent communication skills, both verbal and written.
- Strong organizational and analytical skills.
- Ability to establish and maintain effective working relationships with staff, subordinates, Board members, community groups, and other related agencies.
- Proven ability to build strong relationships with a variety of constituents.
- Demonstrated success aligning diverse stakeholders around a common vision or objective.
- Comfortable working with and interpreting financial statements, budgets, and spreadsheets, as well as power point presentations.
- Extensive donor database experience, knowledge of Salsa highly desired;
- High level of proficiency with Microsoft Office, including Word and Excel, and a working knowledge of search functions for donor research purposes;
- Available to work weeknights and weekends, often multiple times per week.

Other Functions:

This list of duties and responsibilities is not to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

We offer a competitive salary based on qualifications, excellent benefits. FFCDC is an equal opportunity employer, and is committed to a diverse and harmonious workplace

Principal Accountabilities:

1. Must demonstrate sensitivity to our population's socioeconomic characteristics and needs.
2. Quality – The extent to which an employee's work is accurate, thorough and neat.



Florence Fuller Child Development Center Job Description

Title: Major Gifts & Planned Giving Officer

Department: Advancement

Hours: Full Time/ Exempt

Reports to: CEO

3. Productivity – The extent to which an employee produces a significant volume of work efficiently in a specified period of time.
4. Job Knowledge – Basic knowledge and ability to which an employee possesses the practical/technical skills required for the job.
5. Reliability – The extent to which an employee can be relied upon regarding task completion and follow-up.
6. Attendance – The extent to which an employee is punctual, observes prescribed work break/meal periods and has an acceptable overall attendance record.
7. Independence – The extent to which an employee performs work with little or no supervision.
8. Creativity – The extent to which an employee seeks out new assignments and assumes additional duties when necessary.
9. Adherence to Policy – The extent to which an employee follows procedures and conduct rules, other regulations and adheres to company policy.
10. Interpersonal Relationships – The extent to which an employee demonstrates the ability to cooperate, work and communicate with coworkers, supervisors, subordinates and/or outside contacts. Must be a team player and maintain a professional demeanor at all times.
11. Be a loyal representative of the Florence Fuller Child Development Centers, Inc.

Principal Accountabilities:

1. Must demonstrate sensitivity to our population's socioeconomic characteristics and needs.
2. Must be a team player and maintain a professional demeanor at all times.
3. Adherence to agency policies and procedures and adherence to all programmatic guidelines.
4. Demonstrate effective staff management and leadership skills.

Education/Experience: Minimum Bachelor's Degree in marketing, business management, non-profit management or related field. At least 5-years' experience in fundraising and 3 years supervisory experience.

Knowledge of basic computer programs to include, Excel, Word, email, Outlook, Salsa, and social media necessary for job performance



Florence Fuller Child Development Center Job Description

Title: Major Gifts & Planned Giving Officer

Department: Advancement

Hours: Full Time/ Exempt

Reports to: CEO

Language Skills:

Must have the ability to read, analyze, and interpret professional documents or technical procedures written in English, the ability to type reports and input data in English, and the ability to effectively communicate in English and perform other required computer skills.

Acknowledgement:

I have read and understand the requirements of this position as outlined in the above job description. I am aware that this job description is not to be construed as an exhaustive statement of duties and responsibilities as secondary functions may be assigned from time to time. I also understand that my continued employment and performance evaluation will be based on my performance of the functions established herein and compliance with established policies and performance standards. I certify that I am able to perform the essential job functions and meet the requirements of this position.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date