CATHOLIC SOCIAL SERVICES
JOB DESCRIPTION

TITLE: Major Gift Officer
DEPARTMENT: Administration
STATUS: 1.0 FTE, salaried, exempt
SUPERVISED BY: CHIEF COMMUNICATION AND DEVELOPMENT OFFICER
UPDATED: 09/21/2021

JOB SUMMARY:
This position is responsible for both mastering existing strategies, and developing new strategies, for the cultivation, solicitation, and stewardship of donors with special focus on contemporary gifts as well as legacy gifts to support Catholic Social Services programs, operations, and endowments. This position has direct impact on the agency’s reputation among customers, sponsors and other clients, as well as impacts the financial and operational performance of the agency.

This position is expected to provide the highest level of leadership and performance and provide the Chief Communications and Development Officer and the Chief Executive Officer with strategic support. This position will work closely with other senior staff to identify major donors and strategies.

The MGO reports to and works with the CCDO, and together they will meet directly with the CEO reviewing prospects and their cultivation, as well as discussions regarding new prospects and various solicitation campaigns and aligned projects. There is a strong commitment at CSS to assuring highest level of commitment to building a culture of philanthropy.

Leadership at Catholic Social Services requires a commitment to values and guiding principles – dignity and respect for all people - and a commitment to serving the vulnerable in our community.

Core Duties and Responsibilities, including but not limited to:

1. Operating Responsibilities
   • Oversee a portfolio of 50-100 donors and prospects.
   • Participate in each step of the donor pipeline including: identification; qualification through research; cultivation; briefing; request for support; and prompt follow up, stewardship, and recognition.
   • Other responsibilities as assigned by the CCDO and CEO.

2. Strategy Implementation Responsibilities
   • Use and contribute to individual donor strategies for major gifts, along with materials, to renew and upgrade donor gifts. This should be done in concert with the work of the Development and Communications Team.
3. Organizational Responsibilities
   • Collaborate with the Chief Communications and Development Officer and their teams to enhance relationships and create greater fundraising and outreach possibilities.
   • Participate in departmental portfolio review process and be a partner in maintaining an organized system for donor stewardship by updating constituent records, as appropriate.

QUALIFICATIONS:
Competencies:
   • Support and passion for the Mission of Catholic Social Services and ability to speak to our work internally and externally.
   • Ability to harness, leverage and strategically invest the collective power of CSS donors, advocates and volunteers, for the purpose of driving measurable results that improve the lives of people in our community.
   • Ability to set goals strategically, oversee execution and bring in resources.
   • High level of discretion and ethical approach to fundraising.
   • Proven ability to interact and influence philanthropic leaders.
   • Experience motivating and managing high-profile leadership and senior executives.
   • A team player, demonstrates motivation, and functions well under stressful conditions.
   • Must be able to maintain program/guest/agency confidentiality and treat all people with dignity and respect.
   • Ability to work cross-functionally with various internal and external constituents.
   • Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines.
   • Excellent written and verbal communication and presentation skills.
   • Proficiency in database management, Microsoft Office Suite, and other computer skills, as required.

Education/Experience:
Bachelor’s degree (Graduate degree preferred) and demonstrated experience, success, and progressive responsibility in fundraising, with a minimum of three to five years specific experience in major gifts.

Job Specifications:
   • Have strong research skills
     Understanding the landscape of possible support by analyzing the existing database of donors, prospecting and effectively organizing the information into categories and portfolios.
• Exemplary representation of Catholic Social Services
  The MGO needs to embody the best qualities of the agency and our mission, to serve vulnerable people. This includes their ability to tell the story of the organization and mission in a dynamic and compelling way.
• Ability to quickly engender trust
  A strong command of the organizational data, history, budget, strategic plan, and community of Catholic Social Services.
• Hospitality and service
  Must be a skilled communicator who can host convenings, tours, meetings and make all feel welcome.
• Develop and deliver a major gift soliciting strategy
  Must determine what to ask for and then execute the ask successfully.
• Effective Listener
  Ensures communication is heard completely and effectively, and then interpreted into meaningful messages.
• Dedication
  Committed to achieving results under demanding conditions.
• Analytical
  Synthesizes complex or diverse information.
• Problem solving
  Identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
• Oral communication
  Speaks clearly and persuasively in positive or negative situations; demonstrates group presentation and facilitation skills.
• Leadership
  Inspires and motivates others to perform well, accepts feedback from others.
• Integrity
  Possesses high ethical standards and expects the same from all others in the organization.

Physical Requirements:
Ability to lift up to 25 lbs.

Training Requirements:
Attend Agency and department orientation. Attend all staff meeting and training as required. Must possess a valid driver’s license and auto insurance.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Employee Signature: ________________________________ Date: __________
Supervisor Signature: ___________________________  Date: ___________