



Position Description

<u>POSITION:</u>	Major Gifts Officer
<u>REPORTS TO:</u>	Director of Development
<u>DEPT/DIV:</u>	Development
<u>CLASSIFICATION:</u>	Full-time/Exempt
<u>SALARY RANGE:</u>	\$80,000-\$110,000/annually

BROAD FUNCTION

The Major Gift Officer is responsible for managing an assigned portfolio of current and prospective donors who have the philanthropic capacity to give leadership-level annual and capital campaign gifts. The focus in this role is to build long-term relationships between donors and Lazarus House Ministries to increase the base of high-level sustained philanthropic support in terms of both donors and dollars.

PERFORMANCE RESPONSIBILITIES

- Develop and execute a plan, including specific goals and timetable, to identify, cultivate, solicit, and steward donors in assigned portfolio.
- Qualify new high-capacity prospects and create a comprehensive strategy for cultivation, solicitation, and retention.
- Conduct in-person and virtual visits/presentations and other high-level interactions with donors and prospects.
- Maintain accurate and up-to-date donor and prospect records to ensure that moves, strategies, interactions, activities, and communications are documented in the donor management database.
- Provide the Director of Development with weekly reports on contact, follow-up actions, meetings, progress, donations/pledges, and any other information deemed pertinent by the Director of Development.
- Research and prepare background information and draft high level strategy briefings for Director of Development and Executive Director in advance of their visits with donors and prospects.
- Take on additional associated work as needed. This may include participating in Board development committee meetings, drafting reports and presentations or writing proposals.
- Attend various donor events throughout the year.

QUALIFICATIONS

- BA/BS required or a combination of applicable education and experience.

- 5+ years of progressive, successful fundraising experience as a non-profit front-line fundraiser.
- Affinity for the mission of Lazarus House Ministries and commitment to creating an inclusive environment.

Professional Skills and Qualities

- Self-motivated with a high degree of initiative and ability to complete independent work effectively and efficiently.
- Ability to build strong relationships with donors and prospects.
- Ability to work collaboratively and positively as a member of a team in a fast-paced, dynamic setting focused on achieving departmental and organizational goals.
- Strong research and problem-solving skills.
- Outstanding interpersonal and communication skills, both verbal and written.
- Excellent organizational and time management skills with great attention to detail and a focus on meeting deadlines.
- Receptive to new ideas and methods as well as the ability to comfortably adapt to change.
- Maintains confidentiality and exercises sound judgement with information and situations requiring sensitivity, especially those involving donors and Guests.

Other Requirements

- Able and willing to work occasional evenings or weekends.
- Possess a current, valid driver's license and vehicle and a willingness to travel within the Greater Boston/Southern NH area.
- Proficient technical skills including Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint), ability to embrace AI options such as ChatGPT, etc. and donor management/customer relationship management software, ideally Raiser's Edge.
- Proficient in presentation skills.
- Bilingual verbal fluency in English and Spanish is preferred.

PHYSICAL REQUIREMENTS

The information described here includes but is not necessarily limited to the general physical requirements, demands and/or working conditions that an employee is likely to encounter at Lazarus House, Inc. Able to handle or possess the ability to meet the following:

- Communicate verbally and in written format so that others understand.
- Move intermittently throughout the workday.
- Remain in a stationary position 60% or more of the time.
- Operate a computer and other office productivity machinery such as a printer and photocopier.
- Lift up to twenty-five pounds less than 15% of the time.
- Must possess sight/hearing/speech senses or use prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- Must be able to travel from building to building within LHM as well as to external locations.
- Occasional exposure to outdoor weather conditions.

This position description in no way implies that these are the only duties to be performed by the employee occupying this position. The fundamental job requirements are included as are the essential job functions. Employees will be required to perform other job-related duties assigned. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

I acknowledge that I have read and understand this position description. I agree to adhere to the position description as set forth herein. I understand that any performance evaluation will include feedback on how well I perform the duties as specified above.

(Employee Signature)

(Date)