

**POSITION DESCRIPTION**

**TITLE:** Major Gifts Officer

**JOB CODE:** 7655

**POSITION REPORTS TO:** King Laughlin

**FLSA STATUS:** Exempt

**POSITION LOCATION:** Marriott Scout Service Center, 9190 Rockville Pike, Bethesda, MD 20814

**POSITION SUMMARY:**

Scouting America National Capital Area Council seeks a skilled major gift officer to join our team in achieving the organization's ambitious major gift fundraising and planned giving program objectives. Reporting to the chief development officer, the major gift officer will be responsible for identifying and cultivating relationships with prospective major gift donors and planned giving donors. This involves prospect research, relationship building, and developing effective solicitation strategies as well as stewarding donors throughout the major giving process. The major gift officer will compile this information in a donor portfolio and track metrics of success.

**ESSENTIAL OBJECTIVES**

- Serve as lead and key contributor in soliciting and closing major gifts up to the five- and six-figure levels
- Initially seek to raise \$500,000 annually and quickly growing to \$1M+ each year
- Successfully engage with high-net-worth donors, while upholding the values of Scouting including confidence, trust, sensitivity, discretion, and professionalism
- Uphold an industry standard moves management system that ensures individual and team accountability and performance and build an increasing base of major and leadership gift prospects and donors.
- Continue to build on the longstanding success of NCAC's development program

**ESSENTIAL RESPONSIBILITIES**

- Build, qualify, cultivate, and solicit an emerging and evolving portfolio of 75-100 current and new donors and prospects capable of making gifts at the \$10,000+ level
- In close coordination with the Chief Development Officer, plan, develop, and implement a targeted, integrated cultivation strategy for the assigned portfolio that builds a pipeline for strategic gifts, primarily from new high-net-worth donors and prospects
- Act as principal donor strategist for each prospect in the portfolio with specific responsibility to develop a written donor strategy and relationship record of all interactions.
- Provide complete and accurate activity reports on moves management on a regular basis that include detailed call reports, revenue forecasts, data analytics, and other accomplishments
- Collaborate and engage the program team in donor cultivation and stewardship to bring the philanthropic potential of Friends' work to donors

- Assist in setting and meeting annual revenue goals for major gifts prospects with the Chief Development Officer
- Develop and maintain positive, collaborative working relationships with NCAC's leadership, team, and volunteers
- Attend program and fundraising activities as needed, including evenings and weekends

**PREFERRED QUALIFICATIONS:**

- A genuine and enthusiastic commitment to the vision and values of the National Capital Area Council
- A minimum of five years of sophisticated major gifts experience, with a proven track record of closing five- and six-figure gifts in a complex environment. Prior experience in campaigns would be an advantage
- Proven achievement of building effective, long-term relationships with new and prospective donors, in addition to success in retaining and seamlessly upgrading existing donors
- Ability to be successful in deadline-oriented settings, both individually and as a collaborative team-player
- Strong interpersonal, written, and verbal communication skills, including comfort dealing with high-net-worth individuals
- Deep interest in understanding a range of diverse cultural differences and the ability to work effectively with people from a range of social, ethnic, and cultural backgrounds
- Experience with prospect and donor management systems, including Blackbaud products The Raiser's Edge
- Ability to travel regularly in the greater Washington DC region as appropriate
- A bachelor's degree from an accredited university or college is required

**EDUCATION:** Bachelor's degree from an accredited university or college is required

**CERTIFICATIONS:** N/A

**BENEFITS:** *All councils are equal opportunity employers. In addition to offering a competitive salary of (\$90,000 - \$105,000), Benefits to include major medical, prescription coverage, dental, vision, life-insurance, short and long-term disability, accidental death, retirement plan, plus compensation for authorized and approved business-related expenses to include phone and mileage reimbursement (if applicable). We also offer generous PTO policy and SA holiday observances.*