



ARCHDIOCESE OF WASHINGTON

Archdiocesan Pastoral Center: 5001 Eastern Avenue, Hyattsville, MD 20782-3447
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Major Gifts Officer

Job Duties:

The Major Gifts Officer is responsible for seeking out opportunities and developing and implementing initiatives to identify, cultivate and solicit prospects to ensure a strong base of ongoing financial support. The Major Gifts Officer is entrusted with responsibility for the recognition and stewardship of gifts of \$10,000 and higher under the direction of the Secretary for Development. The incumbent sets goals, monitors work and evaluates results to ensure that departmental and operating requirements are met and are in line with the needs and mission of the Archdiocese of Washington. The duties include: Oversee the entire donor engagement process, from identification/qualification, cultivation, solicitation and stewardship, while reporting and tracking progress. Develops and implements an annual plan for departmental operations.

Collaborates with other Secretariat for Development staff to ensure coordination with the Cardinal's Appeal, offertory programs, planned giving and campaigns. Demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors. Provides strategic information and guidance to assist in developing goals, plans, and procedures. Make presentations to individual, corporate, foundation, and other prospects as needed. Draft or assist with drafting proposals, brochures, pamphlets and other materials necessary to convey case statement, program information, accomplishments, and events. Strengthen existing relationships with funders, ensuring they are appropriately engaged and invested in the mission of the Church. Actively seeks out opportunities to be involved in the community; acts as an ambassador for philanthropy. Develop policies and procedures relating to the major gifts program. Spend 60% of time in the field cultivating donor relationships. Perform other related duties as assigned.

Job Qualifications:

Bachelor's Degree in Marketing, Business, Public Relations, or related field. Five to seven years successful experience in major gift fundraising. Interest in all aspects of the Church and a dedication to promoting the Church's fundraising priorities. Successful experience in making cold calls as well as developing cultivation and solicitation strategies. Excellent written, verbal and interpersonal communications skills. Ability to listen is essential. Able to ask leading questions which encourage prospects and donors to talk about themselves and their activities. Willing to travel on a regular basis.

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