

TITLE: Major Gifts/Philanthropy Officer
REPORTS TO: Chief Development Officer (CDO)

Salary \$80,000

PRIMARY FUNCTION: Generate fundraising income and partner with the CDO to raise funds for the Boys & Girls Clubs of the Austin Area. This will be accomplished primarily by serving as the primary fundraiser and collaborating with sponsors, supporters, volunteers, vendors, BGCAA staff and board members.

KEY RESPONSIBILITIES:

- Develop and implement ongoing strategy for qualifying donors to ensure retention, growth of donor contributions as well as recapture from previous donors. Work collaboratively with other departments and fundraising staff to create customized solicitation strategies matching the objectives of the organization and interests of the donor/prospect.
- Manage assigned portfolio of donors and prospects with intent to form deep relationships. Responsible for minimum annual fundraising goal tied to segmented or blended portfolio as specified in performance standards, including both renewable gifts and new incremental revenue. Develop donor management plans for entire portfolio resulting in strategic, knowledgeable and complex asks. Solicit assigned donor portfolio through face to face visits, including preparation of personalized materials.
- Implement a program/activity to identify, cultivate, solicit and steward donors at the \$5,000 level or higher, with an emphasis on maximizing revenue for the Boys & Girls Clubs. Work with leadership volunteers to identify and cultivate appropriate donors. Update donor records in Raisers Edge following donor contacts. May lead team(s) in planning and executing against prospecting development programs.
- Develop ongoing relationships, cultivate, solicit and steward support of major donors from individuals and corporations to meet annual fundraising goals within the region. Support volunteer leaders in peer-to-peer outreach. Assist corporations in achieving their goals in strengthening their brand, marketing, and employee engagement.

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