



Job Title	Major Gifts Officer		
Department:	Development		
Reports To:	Assistant Director of Development		
OT Status:	Exempt	Date Prepared	6/2023

SUMMARY

Reporting to the Assistant Director of Development, the Major Gifts Officer will join the Office of Development as we seek to attain significant new resource goals, adding immediate impact to our major gifts program in securing both restricted and unrestricted major gifts for Old Salem’s strategic priorities which include major capital, program, and infrastructure needs. Working collaboratively with OSMG leadership, the Major Gifts Officer will be responsible for identifying, cultivating, soliciting, and stewarding five-and six-figure donors and prospects.

WHAT YOU’LL DO:

- Create a new, structured program to reconnect lapsed major donors, while at the same time working to strengthen and advance the relationships with current major donors and prospects.
- Work collaboratively with OSMG leadership (staff/board) to discover/identify, build and strengthen these major donor relationships to the end goal of creating a highly motivated cadre of donors to help meet OSMG strategic priorities over the next 3-5 years.
- Design and implement strategies that lead to solicitation of five- and six-figure gifts and establish annual goals for targeted solicitations.
- Manage a personal portfolio of major gift prospects, including donors in discovery/qualification phase, to move through the stages of cultivation, solicitation, and ongoing stewardship. Set goals and clarify stages of development for those prospects.
- Set new strategic goals to deepen engagement of major donors for a variety of Old Salem current and future partnership opportunities.
- Manage major gifts program comprehensively, developing institutional standards and practices for donor targeting, moves management, stewardship, and recognition so that a high level of return-on-investment (ROI) may be realized.
- Maintain excellent records on donor management program, donor communications and interactions to create awareness of progress, variations of interest, notable communication, etc.
- Responsible for the consistent and effective use of CRM software, updating database with accurate coding and detailed notes.

WHAT YOU NEED:

- Bachelor’s degree required, graduate degree preferred.

- 6-8 years in non-profit fundraising and development profession, with direct major gifts experience and responsibility.
- History of year-over-year growth and achievement against personal and/or organizational goals.
- Demonstrated affiliation with professional development such as AFP or other programs.

SKILLS AND KNOWLEDGE

- Broad knowledge of full range development activities including planned giving; major gifts; relationship management and systematic donor engagement including cultivation, solicitation, stewardship; discovery process and strategies.
- Strong organizational skills
- Strong communication skills and ability to craft compelling “case and stories” in support of Old Salem’s mission.
- Good listener and strategist who can “adjust” to donor interests and concerns, finding the best intersection between OSMG and the donor.
- Proficiency in Raiser’s Edge or other donor database and CRM products.

PHYSICAL DEMANDS

DIRECT REPORTS

N/A

SALARY AND BENEFITS

Salary is **TBD**, commensurate with education and experience. Old Salem Museums & Gardens offers a competitive and comprehensive benefits program to eligible employees including, but not limited to, Paid Time Off (PTO), medical and dental insurance, life insurance, 403(b) Retirement Plan, Credit Union membership and Employee Discounts.

Old Salem is an Equal Opportunity Employer and provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.