

## PURPOSE

The Major Gift Officer will be responsible for planning and implementing a major gift strategy for an individualized portfolio of up to 125 individual donors and prospects as part of the overall fundraising efforts of the Kappa Kappa Gamma Foundation. This includes formulating and implementing goals, strategies and programs to generate gifts — both for current use and for endowment purposes — for prospects in an assigned region. The Major Gift Officer manages the portfolio and leads the staff/volunteers to identify, cultivate and solicit major donors and prospects in support of the Foundation. This role works directly with the Director of Advancement to execute the goals and expectations of this position.

## RESPONSIBILITIES

- Manage a portfolio of donors and prospects and lead all aspects of the gift cycle: initiate contacts with potential major gift donors; develop authentic relationships, appropriate cultivation, and solicitation strategies (including volunteers as needed); write major gift proposals; solicit gifts of \$10,000 or more; maintain direct stewardship contact; move prospects to solicitation and closure in a timely fashion; adhere to the highest ethical standards; and reflect an optimistic and positive attitude.
- Maintain timely and appropriate records in the donor management system. Monitor and assist with communications and touchpoints to ensure positive and purposeful donor relations.
- Work collaboratively with volunteer leadership at various levels, including board, region, alumnae association and collegiate chapters, to encourage and facilitate their engagement and support of the Foundation. Participate in key Foundation and Fraternity events to cultivate donors, enhance familiarity with Kappa, and interface with the Foundation team.
- Work with the Foundation Executive Director and Director of Advancement to formulate a written performance plan that provides fiscal year fundraising and engagement goals.
- Assist and support the Foundation's diversity, equity and inclusion (DEI) practices so individual work and the department reflect Kappa's mission. Complete job duties with a focus on integrating diverse, equitable, and inclusive practices.
- Other duties as assigned.

## POSITION REQUIREMENTS

- A Bachelor's degree is required. The applicant must have a minimum of two years of development, stewardship or related experience, preferably in the nonprofit or association sector, as well as demonstrated skills, knowledge and experience in the design and execution of a major gift strategy and a track record of building relationships to meet business goals.
- They should be an energetic professional with strong analytical and interpersonal skills, demonstrated oral and written communications skills, computer literacy, and an ability to set priorities in a fast-paced environment, work independently and as part of a team, and travel out of town, including overnight trips.
- They should have experience with mid- to large-size campaigns and six-figure gift asks.