

JOB POSTING #2012-07
The Closing for this Posting is When Filled

Position: Major Gifts Officer
Department: Development/Communications
Reports to: Vice President, Major and Planned Giving
Apply to: M. Pat Nichols, Director, Human Resources
Available: Immediately

SUMMARY

The Major Gift Officer is responsible for managing relationships with approximately 125-150 major donors, currently defined as \$1,000 annually and up. Identifies, qualifies, cultivates, solicits and stewards donors who will generally be individuals and family foundations capable of making annual donations as annual gifts, endowment, capital campaign and some project-specific gifts. The Major Gifts Officer will perform administrative duties, as needed, pertaining to the development and solicitation of major donors and planned giving prospects.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage a portfolio of Detroit Public Television members and prospects in the greater southeastern Michigan area utilizing “moves” management through the giving cycle
- Identify and strategically cultivate and solicit donors and prospects.
- Develop written proposals, renewal letter and other donor communications including thank you letters and other methods of gift recognition.
- Work collaboratively with the Vice President, Major and Planned Giving to develop written and visual materials used to educate and inform major donors, key prospects and leadership volunteers.
- Document donor contacts in Team Approach or appropriate contact management software following established protocols.
- Assist the Vice President, Major and Planned Giving to grow planned giving efforts.
- Participate in “case” development for project-specific funding.
- Participate in donor related special events, studio pledge shifts, and other events as necessary.
- Frequent automobile travel within the seven counties of southeastern Michigan for personal visits with donors.

QUALIFICATIONS:

- Bachelor’s degree in a related field of study. Master’s degree a plus.
- Affinity for and ability to represent the mission and vision of the Detroit Educational Television Foundation, including Detroit Public Television, WRCJ 90.9 FM, and related websites.
- Minimum of (5) years of development and major/planned giving experience, or equivalent experience. CFRE or credits towards certification is a plus.
- Excellent written, spoken and presentational communication skills.
- Knowledge of major individual donors and giving patterns in southeastern Michigan.
- A documented record of successful solicitation and management of donors at major giving levels.
- Experience working with board members and senior management to develop and execute an “ask”
- Experience working with Team Approach or other member or client database software.
- Ability to work collegially with support staff members in individual giving, member services and special events.