



## Major Gifts Officer

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**Job Title:** Major Gifts Officer /

Assistant Director of Development, Leadership Giving

**Salary Type:** Exempt

**Reports to:** Director of Development and Engagement

**Effective:** As soon as possible

### **PRINCIPAL OBJECTIVE:**

This full-time position is responsible for executing a comprehensive fundraising program to identify, cultivate, solicit, and steward individual donors and furthers sustains annual giving, major giving, and planned giving programs.

### **CORE RESPONSIBILITIES:**

- Responsible for managing a portfolio of 100 major donors (\$10,000+) and identifying, qualifying, cultivating and soliciting philanthropic support from individuals through strategic relationship-building. With the Director of Development and Engagement, incorporates best practices and experience to continue growing, sustaining major and planned gift programs for Pi Beta Phi.
- Builds relationships through visits and communication with prospective and existing donors; travels up to full-time and has the ability to work remotely.
- Supports Pi Beta Phi's mission and has a strong commitment to know and understand Pi Beta Phi's history, mission, and structure, as well as its services, policies, and procedures.
- Provides insights and updates on initiatives of Pi Beta Phi to alumnae, collegiate members and prospective donors.
- Supports the development, execution and implementation of fundraising strategy in annual and major giving, capital and endowment campaigns to ensure proper solicitation, acknowledgement, recognition, and stewardship of donors.
- Coordinates and conducts prospect research activities to develop strategies for identifying, cultivating, soliciting, and stewarding major individual gifts
- Prepares reports and prospect research materials; completes donor visit reports and donor follow-up in a timely manner.
- Responsible and accountable for meeting annual development financial target goals (both team and individual goals), including monthly Key Performance Indicators (KPIs) associated with these goals.
- Encourages internal stakeholder involvement in relationship-building and solicitation, personal giving and donor recognition, as appropriate.
- Manages or participates in special projects, carries out fundraising priorities and other duties as assigned.

### **HEADQUARTERS STAFF COMMITMENTS**

All members of the Headquarters staff are expected to:

- Offer premier customer service.
- Commit to collaborative relationships with volunteers.
- Care for each other.
- Build affinity and Pi Phi Pride with every action and interaction.



**QUALIFICATIONS OF A SUCCESSFUL CANDIDATE:**

- Demonstrated ability to solicit philanthropic gifts or demonstrated transferable experience in persuasive communications and relationship building.
- Bachelor's degree required. Minimum of 5 years' experience in fundraising or advancement, or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities
- Experience in positions requiring full-time or significant travel, fundraising, events, and relationship management.
- Broad Fraternity knowledge and membership in Pi Beta Phi preferred.

**ADDITIONAL INFORMATION:**

- Travel up to 100% of time. Must reside within one hour of a major airport.
- Position may be remote but will be expected to travel to Pi Beta Phi Headquarters in St. Louis, Missouri 4 times per year in addition to travel expectations for donor visits and organizational events.

**Pi Beta Phi's Mission, Vision, Core Values, and statements on philanthropic service and our Commitment to Diversity, Equity and Inclusion can be found at [pibetaphi.org/about](http://pibetaphi.org/about).**

**At Pi Beta Phi Headquarters, we value and respect our employees and their contributions. Our total compensation approach includes base salary, benefits, and a 401(k)-matching program. Each position is externally benchmarked, and the salary ranges are evaluated annually. The salary range for positions is based on local and fraternal market data and allows for various experience levels. The actual pay is based on skills, experience, education, and other relevant factors. The actual pay is based on skills, experience, education and other relevant factors. Minimum salary in grade level F is \$57,235.**