



TITLE: Major Gifts Officer

REPORTS TO: Senior Director of Philanthropy & Strategic Partnerships

ORGANIZATION: Ashbrook

The mission of the Ashbrook Center is to strengthen constitutional self-government by educating our fellow Americans—students, teachers, and citizens—in the history and Founding principles of our country and the habits of reflection and choice necessary to perpetuate our republic.

Job Description

Ashbrook is seeking a full-time Major Gifts Officer (MGO) responsible for identifying, cultivating, and soliciting major gifts. The successful candidate would manage a growth portfolio of individual donors, major donor prospects, and foundations located nationally with some regional concentration in Texas, California, and the Southwest. The primary purpose of the MGO is to secure funds for Ashbrook by qualifying donors, fulfilling their philanthropic interests and passions, by providing them with giving opportunities, encouraging them to give, and assuring that as many as possible are retained as continuing donors to Ashbrook and are upgraded in their support and involvement. The MGO would be expected to conduct regular personal meetings with donors and donor prospects and make solicitations, employing an effective moves management strategy, and having exhibited in the past success securing gifts in the five and six-figure range. Ideally, a successful candidate would work out of a virtual office, with a passion for travel, and willingness to attend meetings at the Ashbrook Center Headquarters, at Ashland University (OH) as needed.

Key areas of responsibility:

- Qualify and building a caseload of 125-175 donors.
- Create individual goals for each donor on the caseload.
- Create marketing and communication plans for each donor on the caseload that is focused on fulfilling the donor's interests and passions. Execute that plan and modify it as necessary.
- Work with program staff to secure project information for creating and clarifying donor offers (front-end) and reporting to donors on how their giving made a difference (back-end).
- Perform other major gift officer duties as required, including monthly reporting that accurately reflects caseload activity and performance.

Accountability – Performance will be measured by:

1. Ability to qualify donors from the larger pool of organizational donors that meet the major gift criteria.
2. Ability to create reasonable financial goals for each donor which are based on their giving and their qualified potential.
3. Ability to create a personal contact and approach plan for each donor on his or her caseload that takes into account the individual donor's passions, interests, motivations, giving patterns and ask preferences. Ability to execute this plan in a timely and cost-effective manner which results in the retention and upgrading of donors.
4. Ability to secure project and organization information and create and write effective offers, proposals and asks. Ability to secure information that can be sent back to donors to report on how their giving made a difference.
5. Ability to create timely reports that reflect caseload performance.
6. Ability to manage the development process, deadlines and budget coordinating with others in the organization while adhering to the policies and procedures of Ashbrook.
7. Ability to keep and maintain a high level of emotional intelligence.
8. Ability to get along with peers, subordinates and management and maintain a positive and constructive attitude while solving problems. Ability to be a team player remaining humble, hungry, and smart while protecting the mission, goals and values of Ashbrook.

Qualifications

The ideal candidate will possess a bachelor's degree and 2+ years of experience working in nonprofit development or a field with similar transferable skills. Most importantly, the ideal candidate should have a work history that demonstrates success in managing multiple projects simultaneously, a high degree of personal initiative and conscientiousness, excellent organizational skills, superb interpersonal skills, reliable emotional intelligence, experience qualifying donors, and an appreciation and desire to further the mission of Ashbrook.

Candidates should have familiarity with current philanthropy software and database programs (Salesforce experience is highly desired), be an excellent communicator (both written and verbal), a fast learner, and a self-starter who accomplishes tasks and makes consistent progress on projects with minimal supervision. Ultimately, the ideal candidate should be committed to the mission of Ashbrook and be able to represent Ashbrook, its mission, programs, and research before diverse audiences.

To Apply

To apply, qualified candidates should submit the following materials in one PDF document to ckifer@ashbrook.org:

- Resume
- Cover Letter detailing
 - 1) your interest in the position/the mission of the organization, and
 - 2) your salary requirements
- A list of four references