

JOB DESCRIPTION

Position Title: Major Gifts Officer

Date: October 2022

Reports To: Development Director

Position Summary: The Major Gifts Officer is an integral member of Conserving Carolina's fundraising team, with a focus on raising funds for special land protection projects and campaigns and on acquiring planned gifts.

Work Hours: Conserving Carolina staff generally work Monday-Friday 9 am-5/5:30 pm. Flexible and remote work options are available, though we do anticipate the person filling the role to live locally and be available to meet in-person with donors, and work in person at the office with some regularity. Some evening and weekend hours will be required.

Starting Salary: Negotiable within a range of \$55,000-\$65,000 depending on experience

Benefits: Conserving Carolina's benefits package includes full coverage for full-time staff on a group health insurance plan with option to buy-up, a retirement plan (eligible at 6 months employment) with up to 3% match, and paid time off including vacation, sick, and family leave time. Optional benefits include dental, vision, and a Flexible Spending Account plan.

Key Responsibilities:

- Grow Conserving Carolina's planned giving program in close collaboration with Development Director.,
- Collaborate with program staff to identify fundraising goals and strategies for special projects and campaigns
- Identify, solicit, and steward donors capable of making gifts over \$10,000 to support projects and special campaigns
- Maintain and grow relationships with planned giving and other major gift donors.
- Document donor information in Conserving Carolina's donor database (DonorPerfect)
- Track and report fundraising metrics relevant to position
- Draft major gift proposal documents and employ fundraising and marketing tools
- Prepare private and public acknowledgments to thank donors
- Work collaboratively with Development Director, Executive Director, board members and other staff to promote organizational fundraising goals.
- Assist with fundraising event planning and execution as needed
- Promote the growth and awareness of Conserving Carolina by occasionally serving as a representative at community events

- Advance and maintain skills, education, and knowledge of best practices that are relevant to the job description.
- Along with the rest of Conserving Carolina’s board and staff, help advance the organization’s strategic plan including a commitment to equity, diversity, and inclusion and responding to climate change

Essential Job Requirements:

EXPERIENCE	4-5+ years of direct fundraising experience in a similar position, with supporting documentation of funds raised.
REQUIRED SKILLS	Exceptional people skills with writing and editing skills; public speaking and confident communication with a wide variety of audiences
PHYSICAL REQUIREMENTS	Ability to work at a computer, sit for extended periods of time, and operate office equipment

LIMITATIONS AND DISCLAIMER

This job description does not represent an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. Responsibilities, tasks, and duties may differ from the job description, as assigned.