

Major Gifts Officer

Position: Full Time

Department: Community Relations

Summary: The Major Gifts Officer will report to the CEO. This person will assist the Director of Community Relations and CEO by designing, developing, and implementing Lighthouse Vocational Services major gifts program. You will be responsible for managing and cultivating relationships with existing major gift prospects, as well as identifying new prospects. An ability to empathize with donors and clearly communicate Lighthouse Vocational Service's mission is key. Work hours are typically Monday through Friday from 7:30 am to 4:00pm.

Qualifications:

- ✓ High school diploma with 2+ years' experience
- ✓ Associates Degree Preferred
- ✓ Strong verbal and written communication skills
- ✓ Customer service oriented with a friendly and positive attitude
- ✓ Organized and detail-oriented
- ✓ Valid Driver's License
- ✓ Ability to multi-task and be flexible
- ✓ Computer competency with Microsoft Office Suite, plus willingness to learn other software applications
- ✓ Ability to self-start, and complete multi-step projects on a timeline
- ✓ Ability to work well with a team and follow up with others to ensure timely completion of shared tasks

Tasks and Responsibilities:

- Assist our donors accomplish their philanthropic goals and ambitions through a relationship with our organization
- Manage systems and software to track and cultivate donors and prospects, including our donor database and wealth screening tools through Network for Good
- Manage existing portfolio of donors and prospects
- Work with the development department to align efforts and set goals
- Create and implement moves management plans
- Make direct, face-to-face requests, and staff with their requests (e.g. strategic counsel, and help with donor communication)
- Acknowledge major donors through public and private recognition
- Track and report progress using specific metrics such as needs analysis forms and follow-up forms to the needs analysis, as well as tracking in donor database
- Cultivate lasting relationships with donors
- Adhere to LVS policies, procedures, and training requirements