



Big Brothers Big Sisters

Serving Will, Grundy, Kankakee & Iroquois

Main Location:

417 W. Taylor Street · Joliet, IL 60435-6126
815-723-BBBS

Satellite Offices:

220 W. Main Street · First Midwest Bank #305
Morris, IL 60450 · 815-942-9011

310 S. Schuyler Avenue · Centru Bank
Kankakee, IL 60901 · 815-715-6822

bbbswillgrundy.org

<u>Position:</u> MAJOR GIFTS OFFICER	<u>Reports To:</u> CEO
<u>Salary Range:</u> TBD / FT – 40 hr/week	<u>FLSA Status:</u> EXEMPT

JOB SUMMARY

Responsible for leading the agency’s fund development program including major gifts from individuals, foundations and corporations; annual giving from all sources; planned giving; research, data entry, gift processing and acknowledgments; stewardship; marketing and communications.

As an individual contributor, responsible for identifying, cultivating, soliciting and stewarding prospective donors capable of giving \$10,000 and more, and for cultivating and soliciting prospective donors capable of giving \$1, 000 or more annually for a total of 50 to 100 assigned prospective donors.

Serving as a senior member of the management team, this position is responsible for helping shape and lead the agency’s future by working with the CEO to identify and cultivate major gift prospects, utilizing wealth screening tools and agency partnerships to focus efforts on creating, maintaining, and advancing relationships to increase sustainable agency revenue.

JOB RESPONSIBILITIES

- Communicate Big Brothers Big Sisters’ vision, mission, and values to our publics.
- Maintain the highest ethical and donor stewardship principles.
- Update and implement a written, annual fund development plan for the agency, with emphasis on annual and major gifts.
- Provide a vision for the fund development office by setting overarching goals and oversee/monitor progress against goals.
- Develop and put into action a Major Gifts Committee
- Identify major gift prospects and develop a cultivation plan for those prospects, with an emphasis on major gift solicitations from individuals.
- Develop and implement written strategies based on capacity and readiness to give
- Personally manage a portfolio of 50 to 100 prospects; making 10 to 15 visits per month to prospective major gift donors.
- Be responsible for the annual fund solicitation strategy for your assigned prospective donors
- Write targeted contact reports after each visit and meaningful contact.

- Develop and publish quarterly donor communiqué.
- Hire, coach, and manage a special events/partnership development staff.
- Staff volunteer and Board committees as assigned.
- Provide and maintain coordination of donor information and associated databases.
- Coordinate corporate and foundation requests with agency grant writers.
- Providing timely reports to corporate and foundation funders.
- Develop and implement a planned giving program.
- Supervise prospect research, donor stewardship and information systems including prospect management and major gift initiative reports.
- Participate and contribute to Fund Development team meetings, including planning and budgeting.
- Serve as a member of the management team by staying abreast of organization-wide issues, and contributing to the overall management of the organization.

JOB QUALIFICATIONS

Bachelor's degree and at least three years of senior fundraising experience and a demonstrated track record of major gifts fundraising preferred. Integrity, a sense of humor and the ability to lead and manage people is critical. Must be willing and have the ability to travel/work outside regular business hours, including evenings and weekends as needed. CFRE or other recognized certification preferred.

REQUIRED SKILLS AND ABILITIES

Strong interpersonal and relationship and development skills with the ability to work with diverse populations and geographic areas. Demonstrated ability to think strategically and work in a team-based environment. Excellent communication skills including public speaking, one-to-one, presentation and writing. Familiarity with computers and common office programs. Results-oriented approach. Ability to thrive in a performance-based culture. Ability to represent Big Brothers Big Sisters in the community in a positive and professional manner.

WORK ENVIRONMENT

The environmental conditions described are representative of those that must be met by an employee to successfully perform the functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

Routine office environment; flexible work hours to meet donor's needs. National and local travel to satellite offices, communities and neighborhoods required.

PHYSICAL DEMANDS

Ability to sit in meetings for long periods of time. Ability to work effectively using a personal computer for long periods of time.

APPLICATIONS INSTRUCTIONS

Send cover letter, resume and salary history to: Lisa Morel Las, Chief Executive Officer,
Big Brothers Big Sisters of Will and Grundy Counties, 417 Taylor Street, Joliet, IL 60435-6126 or email:
lisa.morel.las@bbbswillgrundy.org **No phone calls or in-person visits.**