



Crow Canyon Archaeological Center Job Description

Position Title:	Major and Planned Gifts Officer
Status:	Exempt
Employment Category:	Full-Time
Reports to:	Vice President of Development and Planning
Revised:	DF/ MB-1/12

Position Summary:

The Major and Planned Gifts Officer is a key member of the development team and is responsible for increasing fund-raising capacity and results through successful cultivation, solicitation, and stewardship of 200 to 250 gift prospects and donors.

Education and/or Experience:

Bachelor's degree and five to seven years of development or related experience in a not-for-profit organization are required. This position also requires proven ability to solicit and close gifts of up to six figures. Other qualifications include exceptional interpersonal skills and strong written and oral communication skills. Fund-raising experience in an educational setting and/or a knowledge of archaeology or anthropology are desirable.

Essential Duties and Responsibilities:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work collaboratively with the development team to develop and implement strategies for donors and prospects
- Articulate our mission with a genuine passion for why we do what we do and for the value Crow Canyon brings to individuals and society
- Manage a portfolio of approximately 200 to 250 major gift prospects and donors and achieve stated goals
- Working within our moves-management system, identify, qualify, cultivate, and solicit donors for annual, major, and planned gifts
- Conduct stewardship activities that maintain and strengthen donor relationships
- Conduct efforts to reengage high-capacity lapsed donors, and conduct exploratory meetings with donors and prospects to determine capacity for major or planned gifts
- Provide consistent communication and meaningful contacts with our donors through personal visits, e-mail, and phone calls that build and strengthen donor relationships to ensure financial support
- Match donors' interests and values with Crow Canyon's funding needs, and secure financial support for the same
- Work with the Director of Cultural Explorations to develop, fill, and lead high-level cultivation trips that introduce prospects and donors to our mission and engage them in supporting our mission
- Identify and act on opportunities to acquire gifts of assets or other noncash gifts
- Prepare proposals for designated funding opportunities to meet institutional priorities

- Consult with all departments to ensure your knowledge of approved resource needs, and identify donors and prospects who are willing to support the needs
- Consult and collaborate with staff, board members, and other volunteers as partners in cultivating donors, foundations, and grants
- Write donor spotlights for external communications, including e-newsletters, print newsletters, and the giving section of Crow Canyon's Web site
- Work with the development staff to plan and stage out-of-town events and functions
- Plan and host campus visits for donors, prospects, and others
- Participate in regular meetings with the development team to ensure ongoing progress of donors based on a moves-management approach
- Perform all administrative tasks related to the job, such as recording contacts in Raiser's Edge, making travel arrangements, preparing expense reports, and producing proposals and correspondence
- Perform other duties as assigned to assist the organization in meeting its goals and mission

Knowledge, Skills, and Abilities:

- Must handle confidential information with discretion
- Sophistication in relating to a worldly clientele
- Knowledge of, and experience with, private or family foundations
- Ability to organize and implement fund-raising activities effectively, achieve fund-raising goals, conduct personal solicitation, and close gifts
- Must be willing to travel 40 to 50% time and to work evenings and weekends, as required
- Must have superior social, interpersonal, verbal, persuasive, and written communication skills; ability to write effective proposals, appeals, and articles using original or innovative techniques and style; ability to enthusiastically discuss Crow Canyon's vision, mission, and needs with donors, prospects, and the public
- Must be diplomatic and of the highest personal and professional integrity; must exercise sound judgment
- Ability to practice active-listening skills and process information
- Ability to handle pressure, prioritize, and multitask; demonstrate flexibility and a good sense of humor in dealing with challenging or adverse situations
- Facility with computer systems, including databases (Raiser's Edge), word processing, and spreadsheets (Microsoft Office)
- Must be confident, professional, enthusiastic, self-motivated, mature, and able to relate well to people of all ages and affluent circumstances
- Highly developed ability to work both independently and collaboratively to achieve common goals; possess a strong teamwork ethos
- Knowledge of institutional advancement and advanced fund-raising techniques

Physical Demands:

The employee must be able to:

- Lift and/or move up to 40 pounds
- Travel 40 to 50% time
- Work weekends and evenings, as needed

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

Certificates, Licenses, and/or Registrations:

- Valid driver's license
- Background check upon hire
- Must be insurable by Crow Canyon's automobile liability carrier upon hire and while employed in this position
- Complete transportation-related training

Note: This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall in no way be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.