



## Position Description

Title: Senior Director of Advancement for Major Gifts		
FLSA Class: Exempt	EEO Category: Professional	WC Class: 8861
Job Title #: 310002	Salary Grade:	
Date Approved: March 31, 2017	Purchasing Approval Level: 3	
Revision Date:	Revision:	

### Purpose of Position

A senior leader of the statewide Advancement team, this position is responsible for integrated fundraising initiatives to secure major and planned gifts. The senior director will develop, manage and implement strategies for identification, cultivation, solicitation, and stewardship of donors through individualized plans leading to major gifts. The senior director will lead major gift officers to ensure a dynamic team approach with high reliability to maximize donor potential in all regions. The position reports to the vice president of advancement.

### Major Duties (\*Essential Element)

- Enhance and execute a comprehensive major and deferred giving program to increase charitable support for annual, capital and endowment goals\*
- Develop strategic plans to identify, cultivate, and solicit prospective and current donors with attention to statewide expansion\*
- Refine processes to promote major and deferred gifts; create donor communications plans to ensure effective stewardship\*
- Maintain and update administrative procedures for specific gift vehicles; maintain trust samples and planned giving/life income materials with updates as tax laws change
- Administer Missouri Tax Credit utilization, tracking and reporting in coordination with Finance Dept
- Adhere to the professional, fundraising ethics of the Association of Fundraising Professionals (AFP)
- Other responsibilities as assigned for the betterment of Great Circle

### Working Conditions

Office environment

### Physical Demands

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. This person must be able to sit or stand at a personal computer for a reasonable length of time typing and reading. This person must be able to see, hear, speak, walk, and sit. Must be able to use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; stoop, kneel, crouch, or crawl. Vision abilities required for this job include close vision, distance vision, peripheral vision, depth perceptions, and the ability to adjust focus. Lifting under 25 pounds may occur frequently while lifting over 100 pounds occurs less frequently. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Budget Responsibility

None

### Supervisory Responsibility

None

### Qualifications

- Ability to develop and maintain effective working relationships with donors, staff, and volunteers.
- Excellent time management and attention to detail
- Exceptional interpersonal, verbal and written communication skills
- Must be proficient in Microsoft Office and email applications
- Skills required include organizational and interpersonal skills
- Travel required fulfilling donor and constituent relationship building and fundraising goals.
- Possess a current, valid driver's license and meet the Great Circle requirements for insurance

### Required Education and Experience

- Bachelor's degree and minimum of 8 years of demonstrable achievement in nonprofit fundraising
- 5 years managerial experience
- Proficient in Microsoft Office, Raiser's Edge or comparable donor software.

### Preferred Education and Experience

- Raiser's Edge use preferred
- Certified Fund Raising Executive

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_