



JOB DESCRIPTION

- POSITION TITLE:** Major and Planned Giving Officer (Western Region)
- REPORTS TO:** Director of Major and Planned Giving
- QUALIFICATIONS:** Bachelor's degree required; 3+ years of development experience with demonstrated success; knowledge of major gifts process and planned giving vehicles preferred; excellent writing and interpersonal skills required; ability to work successfully on multiple projects is essential; must be available to travel and work nights/weekends.

SUMMARY: The Major and Planned Giving Office is a key member of the External Relations Team and is primarily responsible for growing the number of major gifts for the organization in addition to securing planned gifts. The position reports to the Director of Major and Planned Giving but works closely with the Executive Director of the Western Region and the Development Team. The Officer shall uphold the code of ethics for the profession and for Crossnore School & Children's Home. The Officer shall regard all information (resident, personnel, financial or business) as confidential.

DUTIES AND RESPONSIBILITIES:

Major Gifts (70%)

1. Work with the Director to align efforts and set goals
2. Actively manage a portfolio of major gift prospects and donors from the Western Region of NC
 - a. Participate in all aspects of the major gift cycle
 - i. Initiate contacts with potential leadership and major gift donors
 - ii. Develop appropriate cultivation strategies for them
 - iii. Move potential donors in an appropriate and timely fashion toward solicitation and gift closure
 - iv. Maintain stewardship; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors
 - b. Track and report progress using specific metrics
3. Manage systems and software to track and cultivate donors and prospects, including the donor database and wealth screening tools

Planned Giving (30%)

1. Work closely with the Director to support planned giving efforts for the Organization
2. Actively manage a portfolio of planned giving prospects and donors
 - a. Identify, cultivate and solicit potential planned gift donors
 - b. Support stewardship strategies for existing donors who have indicated they have a planned gift with the organization

Other Duties and Responsibilities:

1. Provide strategic information and guidance to assist in developing goals, plans, and procedures for the External Relations division.
2. Work collaboratively with the organization's Major Gift Team by offering prospect strategy and advice.
3. Represent the organization at local, regional and national public speaking events.
4. Adheres to the Agency's commitment to the Sanctuary Model of Care, S.E.L.F Model, Self Care, Seven Commitments and their respective tools to create a supportive, nurturing environment conducive to clients' spiritual, social, educational and emotional development.
5. Communicates with and provides feedback to the Leadership Team, addressing any areas of concern or potential problems. Works in collaboration with other programs and services both on and off campus to assure that the mission and vision of Crossnore School & Children's Home is met.
6. Participate in program development through agency and community committee memberships.
7. Demonstrate the ability to handle confidential information in accordance with agency regulations.
8. Demonstrate the ability to communicate well and relate in a respectful manner with clients, coworkers, and community professionals during the course of duties.
9. Promote a safe, secure environment in all areas of responsibility by adhering to all policies and procedures and all program guidelines pertaining to risk management.
10. Show good judgment related to work performance and ethical behavior.
11. Be responsive and sensitive to the cultural and ethnic differences among staff, students, cottage groups, and families served.
12. Use Crossnore School & Children's Home resources efficiently and conservatively, including time, facilities, vehicles, equipment, supplies and funds.
13. Participate in meetings per agency policy.
14. Present a positive, helpful, and professional image of Crossnore School & Children's Home in personal appearance and attitude.
15. Participate in regular performance evaluations and attend training opportunities to enhance professional growth.
16. Assume responsibility for professional development through appropriate use of supervision (clinical/individual or group) and attendance at classes, workshops, etc. to improve professional skills.
17. Demonstrates the ability to take supervisory direction as well as work independently using sound judgment.
18. Ensure the provision of quality services through participation in Crossnore School & Children's Home's Performance Quality Improvement (PQI) process.
19. Ensure compliance with all applicable standards of practice.

- 20. Actively promote the mission, values and purpose of Crossnore School & Children's Home.
- 21. Perform other duties as assigned by the Director of Major and Planned Giving.

DAYS/HOURS OF POSITION: 8:30-5:00, Monday-Friday
Evenings, weekends and travel are required.

PHYSICAL DEMANDS - Light

Position may require lifting to 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Frequent walking, standing, and sitting. Frequent reaching and/or grasping using hands and/or arms. May be required to ascend/descend stairs. Frequent use of hands requiring dexterity in using the telephone, computer keyboard, or other objects. Visual ability including distance, peripheral and depth perception. Ability to drive. Regularly required to talk and hear.

The above list is not all-inclusive. Other responsibilities may become necessary in the course of working routines and therefore be required.

_____ *I understand that this job description does NOT constitute a contract for employment and that Crossnore School & Children's Home may exercise its employment-at-will rights at any time.*

_____ *I understand that this job description is a guide and is subject to change without advance notice to me. Management may, at its discretion, assign or reassign duties and responsibilities to this job at any time, due to reasonable accommodation or other reasons.*

_____ *I certify that I am able to perform the essential functions of this position as outlined in this job description.*

_____ *I have received and read this job description. I understand these responsibilities and am ready to fulfill them to the best of my abilities.*

Employee Signature: _____ Date: _____

CSCH Representative Signature : _____ Date: _____