

## MAJOR GIFTS OFFICER

**Department:** Development

**Supervisor:** VP, CDO

**Employment Type:** Full-Time, Exempt

**Compensation:** \$85,000 - \$95,000 annum

### Overview

Reporting to the Vice President and Chief Development Officer, the Major Gifts Officer is responsible for identifying, cultivating, and soliciting a portfolio of Caramoor donors and prospects. The Major Gifts Officer will play an important role in developing Caramoor's leadership pipeline by managing all activities of the Advisory Council, including recruitment of new Advisory Council members. The Major Gifts Officer will be a strategic thinker who will focus on acquisition, including identifying and qualifying new prospects and coordinating special projects as needed.

### Key Responsibilities

- Manage a personal portfolio of current Caramoor donors for solicitation and cultivation purposes; provide excellent patron service and cultivate and solicit strategically with an emphasis on upgrades. Designs and applies custom cultivation and stewardship strategies for each donor/prospect.
- Acquire and develop prospects for annual gifts and special projects; partnering with with the Vice President of Development and Caramoor's President and Chief Executive Officer, as well as other members of the Development Team.
- Supports activities of Caramoor's Advisory Council, including identification and recruitment of new members and ongoing solicitations for both annual fund and special events. Develops stewardship activities that deepen Advisory Council members' relationship with Caramoor. Identifies potential new Board of Trustees members from the Advisory Council.
- Manage special solicitation efforts as needed, including creating written materials, tracking progress, and producing detailed reports.
- Leverages Raiser's Edge NXT database to capture visit reports and donor updates, reporting and analysis.
- Assist with donor benefit fulfillment and support donor care efforts such as pre-concert dinners, open rehearsals and priority ticketing, etc.
- Enters call reports with details on donor interactions in to Raiser's Edge NXT database in a timely manner.
- Represents Caramoor at its special events and concerts throughout the year.

## Position Requirements

- 3-5 years' experience in fundraising with an emphasis on individual solicitation. Familiarity with the performing arts, particularly music is a plus.
- Strong writing skills and experience developing fundraising materials. Impeccable interpersonal skills. Commitment to delivering high level of donor service.
- Exercises discretion regarding confidential and institutional information and excellent judgment working with high-level donors, volunteers, and Board/Council members.
- Willingness to work nights and weekends is required, particularly during summer season.
- Proficiency in Microsoft Suite and database management. Raiser's Edge NXT and/or Spectrix experience strongly preferred.
- Ability to organize and prioritize work.
- Strong attention to detail.
- Associate's or bachelor's degree in a related field.

## Benefits

Caramoor offers a caring benefits package to full time employees 90 days from hire:

- **Medical Insurance** (Employer pays 75% premiums and 100% deductible/co-insurance)
- **Life Insurance** (Employer paid)
- **Long Term Disability Insurance** (Employer Paid)
- **401 (k) Plan w/ Employer Match**
- **Generous Paid Time Off** (13 Holidays, plus Sick, Vacation and Personal Days)
- **Voluntary Benefits** (Dental, Vision, Commuter/Parking Benefits Plan, Dependent Care Flexible Spending Account, Aflac)

Caramoor is also a Public Student Loan Forgiveness (PSLF) eligible employer.