

## Major Gifts Officer Job Description

**Department:** Development

**Reports To:** Director of Development

### Position Purpose:

To secure and steward restricted and unrestricted gifts from assigned individuals, believed capable of making gifts over \$5,000 in support of Northern Stage's fundraising priorities, and to work with the Director of Development and other staff to increase Northern Stage's visibility in the Upper Valley and beyond.

### Required Qualifications:

- Bachelor's degree (or equivalent experience) with two years of development experience
- Demonstrated experience soliciting and closing gifts of \$5,000 and up
- Ability to set goals strategically and oversee execution
- Ability to meet specific fundraising metrics and deadlines
- Ability to work with Northern Stage colleagues, Board and Committee members, and volunteers
- Excellent written and verbal communication skills
- Ability to work independently and as part of multiple teams
- Strong organizational skills combined with individual initiative
- Strong analytical and planning skills
- Ability to handle sensitive and confidential matters with appropriate discretion

### Key Accountabilities:

- With the direction of the Director of Development, develops and implements comprehensive qualification, cultivation, solicitation, and stewardship strategies for approximately 150?? Individual prospects, including corporate partners. Secures major gifts at the \$5,000 to \$50,000 level with the goal of raising \$500,000 annually. Qualifies identified prospects through individual visits, adding individuals to overall pipeline. Promotes maximum involvement with and giving to Northern Stage, including campaign priorities, annual, and planned gifts from identified portfolio of prospects. Devises individualized involvement/engagement strategies for all prospects using "top-down" approach to ensure that highest rated prospects receive the most attention. Schedules appointments and oversees the preparation of necessary materials, including campaign documents and funding proposals for all assigned prospects. Identifies prospects to participate in specific Northern Stage events, committees, or other programs that promote the cultivation process. Plans and oversees occasional development events of varying scale. Ensures stewardship is provided to donors

on existing endowment and current-use funds. Responds quickly and effectively to strategic opportunities for increasing prospect engagements. 80%

- Works in conjunction with the Director to establish performance goals in assigned development areas: monitors progress against goals and devises strategies to ensure success in meeting goals, metrics, and benchmarks. 10%
- Articulates and implements strategies for communicating with donors and advocates the needs of Northern Stage to assigned prospects; drafts and customizes company correspondence, proposals and other written materials for all assigned prospects. 10%
- Performs other duties as assigned.

Compensation is \$45,000-\$53,000 annually, based on experience. This is a full time, salaried position beginning ASAP. Subsidized housing is also available for lease through Northern Stage.

### **HOW TO APPLY**

Please submit a cover letter, resume, 3 professional references and 2 writing samples in PDF format to Robin Caissie, Director of Development, via Submittable:

<https://northernstage.submittable.com/submit/204923/major-gifts-officer-application>

We believe the most important and impactful art is made when we consider and commit to inclusion, diversity, equity and access both on and off of our stage. We highly encourage folks who are Black, Native or Indigenous, People of Color, Queer or Trans, Poor or Working Class, Disabled, Young, Elderly, and/or who speak English as a second language to apply. To learn more about Northern Stage, please visit our website: [www.northernstage.org](http://www.northernstage.org). No phone calls please.