

# **MAJOR & PLANNED GIFTS OFFICER**

**Methodist Home for Children (MHC)**, headquartered in Raleigh, is a 501(c)(3) that serves some of the most vulnerable people in our state—children who've been through revolving short-term foster placements, who were born addicted to drugs, and who have suffered physical and psychological abuse. We serve teenagers who are lost to themselves because of mental illness, substance abuse and other destructive behaviors. We serve families on the verge of dissolving and losing everything precious in life. MHC partners with public agencies to serve children in crisis, and we raise private funds to ensure that we can deliver the best in evidence-based services. Learn more about us at <http://www.mhfc.org/>

**Methodist Home for Children's** Advancement Department is seeking a Major & Planned Gifts Officer to join their team. In this role, the Officer will manage major donor stewardship for MHC. The position is responsible for planning, implementing and evaluating a comprehensive strategy to identify, cultivate and solicit individuals, churches, corporations and foundations to give significant gifts to the Agency.

## **Major Responsibilities**

1. Identify existing and new major donors and prospects capable of making significant outright gifts to the institution. Direct plans, develop strategies, and implement programs to build the interest and involvement of major and planned gift donors. Schedule one-on-one meetings with donors/prospects and provide call reports and timely follow-up.
2. Establish and maintain regular communication with donors and advancement staff to increase and coordinate the level of involvement to enhance major gift activities. Serve as a calling partner with leadership and volunteers for selected cultivation and solicitation efforts.
3. Develop recognition and stewardship programs as appropriate; write acknowledgement letters as needed to enhance relationships with donors; assist with publicity arrangements on special gifts, programs, accomplishments or events relating to major gifts.
4. Develop contact reports and monthly donor management reports. Maintain and develop procedures in coordination with Advancement records to ensure effective collecting, recording, accounting, acknowledgement and follow-up on all major gifts to MHC.
  - Review every \$100 gift, adding appropriate comments and requesting stewardship action from that donor's assigned solicitor.
  - Ensure that every \$500+ gift receives a personal thank you from MHC CEO/President or other senior staff; document this response and adjust solicitation plan as needed.
5. Draft gift agreements as needed for named funds or programs specifying endowment or gift restrictions negotiated with donors in consultation with MHC CEO/President and VP Advancement.
6. Develop relationship with outside counsel staff who advise and review complex outright and estate gifts. This includes proposed gifts of real estate, closely held stock, etc.
7. Develop an ongoing marketing plan for planned gifts, including mailings, seminars and Cassie Bright Society recognition events, etc.
8. Maintain a working knowledge of planned giving vehicles and issues, including current tax laws, investment and planned giving opportunities in an effort to educate potential donors.

9. Develop relationship with executive director of the United Methodist Foundation.
10. Maintain and expand a portfolio of donors and prospects that includes two (2) United Methodist geographic districts. Develop relationships and engagement with these districts' superintendents and ADS's, plus district pastors which may include speaking/preaching at local churches or church/district meetings.
11. Participate in special events and activities as part of the advancement plan and serve as liaison and main connection with MO/MHC Alumni Association. Attend all MO/MHC Alumni functions on behalf of the Agency, including the alumni weekend held each Easter.
12. Perform other duties as requested by Vice President of Institutional Advancement.

## **Are you qualified?**

Qualified candidates **MUST** meet our minimum requirements:

- Bachelor Degree or higher
- Five (5) years of successful work experience in major gifts acquisition and nonprofit development, with a proven track record of major gift closures
- Maintain a valid Driver's License and an acceptable driving record
- Able to work flexible hours that may include some evenings, weekends, and holidays
- Strong communication and relationship building skills, excellent written communication, public speaking/telephone skills, and organizational skills are essential.
- Solid computer and word processing skills
- Able to comprehend and produce accurate program documentation, including, but not limited to, donor documentation and community correspondence
- Able to communicate professionally in both verbal and written formats with consumers, including, but not limited to, donors, colleagues, and community service providers
- Able to work independently, as well as work with a team
- Able to participate in extensive travel

**Qualified candidates can apply online at <https://mhfc.applicantpool.com/jobs/>.**