

POSITION DESCRIPTION

Major Gifts Officer

We are seeking a highly talented individual who can support our goal of providing the resources to position Gore Place as the pre-eminent early 19th century country estate in the region. Gore Place is a national Historic Landmark and is accredited by the American Alliance of Museums. Gore Place, in Waltham, MA is open year round with a full calendar of programs and events.

POSITION SUMMARY

The Major Gifts Officer will have overall responsibility for all activities related to the identification, cultivation, solicitation and stewardship of major and planned gifts. Successful candidates will be talented relationship builders and must have a passion for the mission and the ability to serve as an effective ambassador for Gore Place. This position is full-time and reports to the Executive Director.

DUTIES AND RESPONSIBILITIES

Develop a visionary major gifts development plan and manage all aspects of the solicitation of donors who are capable of making gifts of \$5000 and more.

Monitor and manage goals of the major gifts plan and assume responsibility for results.

Work with the board and the staff to identify and cultivate sources of funding including private, public and corporate.

Build and manage a portfolio of major gift prospects and coordinate solicitation strategies with the executive director and the Gore Place development committee.

Play a lead role in meetings with donors and prospects as well as cultivation and recognition events.

Coordinate and promote planned giving opportunities.

Assure that best practices for fund raising are in place and that innovative fund raising messages are developed for a variety of supporters.

Support the development staff with annual fund and membership solicitations.

Work with the marketing manager to prepare marketing materials.

Participate with the staff to plan and implement programs and events and be available for weekend and evening events.

Embrace the culture of Gore Place, learn the history of the estate and be comfortable giving tours.

REQUIRED QUALIFICATIONS

A Bachelor's degree from an accredited educational institution.

3-5 years of experience with a proven record of accomplishment that demonstrates passion and personality for relationship building.

KNOWLEDGE, SKILLS AND ABILITIES

Strong interpersonal skills and the ability to create relationships to foster major donor opportunities.

Effective written, listening and oral communication skills and legible handwriting.

Strong organizational and planning skills and the ability to work independently and take initiative.

Knowledge of MS Word, Excel and the willingness to learn the Giftworks donor database program.

TO APPLY

Send a resume and a cover letter to: susanrobertson@goreplace.org.