



MAJOR GIFTS OFFICER

Mount Desert Island/Downeast Region

STATUS: Exempt, Full-Time

LOCATION: 386 Main Street, Rockland, Maine

Reporting: Senior Development Officer

Summary: The Island Institute seeks qualified candidates for the role of Major Gifts Officer for the Mount Desert Island (MDI)/Downeast region. The successful applicant will be passionate about the mission of the Island Institute and eager to contribute to the organization by growing philanthropic revenue from individual donors.

The Major Gifts Officer—MDI/Downeast will work as an integral member of the Development team, meeting both individual and team fundraising goals. Key responsibilities will include the cultivation, solicitation, and stewardship of a portfolio of individual donors with the capacity to make four- to seven-figure gifts, towards the attainment of the organization’s annual and long-range fundraising goals. This position will be focused on the MDI region, but will work with other prospective donors in other regions, as assigned. In addition, the Major Gifts Officer will play a critical role in organizing and extending the volunteer fundraising activities of those who are committed to the organization in their region.

This position is based in the Island Institute’s offices in Rockland, Maine, although most of the work will take place in the MDI area. The person filling the position will be expected to be at the Island Institute offices at least one day a week and as needed.

Qualifications Required:

- Bachelor’s degree and a minimum of five years fundraising experience, with three in major gifts
- Proven experience cultivating relationships, soliciting, and stewarding a portfolio of individual donors with the capacity to give at the five- to seven-figure level
- Proven experience securing gifts major gifts to meet quantified fundraising goals
- Excellent verbal and interpersonal communication skills; able to speak about the organization’s work in an articulate, professional, and compelling manner
- Strong writing skills; able to effectively convey the organization’s mission, priorities, and programs to individuals in a variety of formats (solicitation letters, gift proposals, and reports)

- Proven ability to exercise sound judgment in making independent decisions on matters of significance to the development team's ability to execute its fundraising goals
- Highly organized and able to meet firm deadlines
- Proficiency in Raiser's Edge or a similar database, including data entry and proposal management
- Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint
- Familiar with the Adobe Creative Suite, including InDesign and Photoshop
- Ability to work extended hours, evenings, and weekends, as needed
- Ability to travel to off-site locations, including by boat and plane

Qualifications Desired:

- Three to five years' experience as a major gift officer
- Experience supporting major gifts during a multi-year fundraising campaign
- Experience developing major gift proposals
- Experience developing a pipeline of individual donor prospects, from identification to solicitation
- Knowledge of the Maine coast, in particular the year-round island and remote coastal communities that comprise the Island Institute's constituency

Essential Functions and Responsibilities:

- Manages a portfolio of major donors and major donor prospects of 75-120 donors, overseeing all aspects of relationship qualification, cultivation, solicitation, and stewardship
- Works closely with the development team to set and meet fundraising targets for assigned donors
- Secures annual and multi-year gift commitments from individual donors to meet annual and multi-year fundraising targets
- Identifies, researches, and cultivates new prospect relationships
- Advises on events to engage, cultivate, and steward individual donors. Works with volunteers to implement stewardship events designed to cultivate new and current prospects in their portfolio.

Attributes:

- Passionate about mission and contribution
- Great listener
- Fun and funny
- Enjoyable conversationalist
- Willing to ask
- Team oriented
- Writes clearly and compellingly
- Speaks articulately and from the heart

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical demands:** the employee is required to sit, enter data using computer keyboard and mouse, stand, walk, bend over occasionally and move about the office space as well as between building floors. There is no requirement to lift and/or move weights of more than 15 pounds. The employee will be expected to travel on occasion by boat and ferry to various island and remote coastal locations. There will be times when working long hours on evenings and weekends will be required
- **Travel:** Must be comfortable traveling for extended periods of time by any mode of transportation in cross cultural contexts
- **Work environment:** The noise level in the work environment is usually minimal.

The Major Gifts Officer—MDI/Downeast position is a full-time, year-round salaried position starting immediately, with a competitive salary range of \$55,000 to \$75,000 and benefits.

There is no deadline, but preference will be given to candidates whose materials are received by December 24, 2018. Only electronic applications are accepted.

To apply, please use this link: <https://islandinstitute.bamboohr.com/jobs/view.php?id=38>

Based in Rockland, Maine, the Island Institute is a nonprofit organization and an equal opportunity "at-will" employer committed to providing equal employment opportunities based upon an individual's ability and qualifications. We do not discriminate against people on the basis of race, citizenship, ancestry, color, religion, sex, sexual orientation, national origin, age, mental or physical disability.

For more information about the Island Institute and our work along the Maine coast, please visit www.islandinstitute.org.