

# Job Description: Major Gifts Officer

The mission of Trinity Preparatory School of Florida is to develop individuals who will excel in college and in life, contribute to their communities, lead in a changing society, and grow spiritually.

Reporting to the Director of Advancement, the ***Major Gifts Officer*** is a key member of the Advancement team responsible for qualifying, cultivating, soliciting, and stewarding a portfolio of major gift donors and prospects to advance the mission and strategic priorities of Trinity Prep. The Major Gifts Officer may also direct the efforts of specific fundraising volunteers and assist with special fundraising projects.

## ***Responsibilities***

- Continue to build Trinity Prep's culture of philanthropy by managing a portfolio of approximately 150 to 200 prospective and current donors of varying constituencies capable of making a major gift to fund institutional priorities (i.e. Annual Fund, capital and special projects, endowment, etc.).
- Develop and implement cultivation, solicitation, and stewardship strategies for the assigned prospect pool. Draft gift proposals, personalized correspondence, endowed fund agreements and named space agreements as needed.
- Cultivate and solicit leadership Annual Fund gifts from prospects and donors in the portfolio.
- Ability to effectively articulate the mission and vision of the school and provide a compelling case for support to a variety of constituents.
- Meet performance goals and related metrics with respect to a specific number of personal visits, major gift revenue, and prospect moves management.
  - Conduct at least 15 personal, intentional donor visits per month. These in-person or virtual visits would include discovery visits, solicitations, and stewardship.
  - Maintain moves management process in Raiser's Edge for assigned prospects (i.e. track actions, enter call reports, and ensure the database reflects communications and interactions that move donor relationships forward).
- Collaborate with Advancement team members and campus partners to increase philanthropic gifts to Trinity Prep, and remain conversant with the full range of the school's needs and funding priorities.
- Coordinate with the marketing and communications team to ensure consistency with narrative messaging and brand strategy.
- Assist in developing and implementing strategies for major donor events, future capital campaigns, and special fundraising projects.
- Assist/lead in preparing requests for funding from foundations and other potential funders and required foundation grant reports as needed.
- Be an enthusiastic and visible ambassador for Trinity Prep throughout the Central Florida region and beyond.
- Complete other tasks, assignments, and projects, as assigned.
- Willingness to work some nights and/or weekends when necessary and attend various Trinity Prep events to connect with prospects and donors actively.

## ***Experience***

- Proven networker ability to network; relationship builder with excellent interpersonal skills

- Proven ability to work independently and as part of a team.
- History of building collaborative relationships with colleagues, volunteers, and prospective and current donors to foster effective, reciprocal communication and promote a collegial environment.
- History of managing multiple projects simultaneously with excellent attention to detail.

### ***Qualifications***

- Bachelor's degree required.
- Ability to maintain confidentiality in all appropriate areas.
- 2+ years of progressive experience in non-profit or educational fundraising, preferably in major gift fundraising.
- Positive attitude.
- High level of professionalism.
- An understanding of planned giving techniques and vehicles.
- Proficiency with Microsoft Excel, PowerPoint, Word, Google Workspace, and Raiser's Edge.
- Exceptional oral, written, telephone, and email communication skills.
- Regular and overnight travel is expected in this position.

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