

CAWC Job Description

Major Donor Officer

FUNCTION: Responsible for the cultivation and stewardship of major donors as designated by the Development Director. Support the implementation of the major donor acquisition strategy. Provide administrative and logistics support to the CAWC Capital Campaign.

FT/FP: Full Time

SALARY: \$60,000 per annum

REPORTS TO: Development Director

RESPONSIBILITIES:

Major Donor Administration

1. Coordinating the major gift program and communications between prospects and your organization.
2. Selecting major gift prospects for cultivation.
3. Building relationships with major donor prospects
4. Develops major gift materials, including briefing memos, proposals and stewardship materials
5. Continually evaluates and assesses emerging opportunities for partnerships, collaboration, and/or solicitation of new donors referred by board members and regularly communicate findings with specific recommendations to department leadership
6. Designing capital campaign proposals for prospective supports
7. Soliciting donations from major gift donors
8. Manages the database entry and administration of major donors and major donor prospects

Capital Campaign Support

1. Provide administrative and logistics support towards CAWC's Capital campaign including but not limited to:
 - a. Being one of the contacts between CAWC and the Capital Campaign Consultants
 - b. Coordinating donor surveys and interviews
 - c. Supporting in the development of the Capital Campaign case for giving
 - d. Support the development of Capital Campaign marketing materials
 - e. Data extraction and analysis

Qualification

1. Bachelor's degree in Communications, Public Policy, Non-Profit management, Marketing, Economics or related field
2. 2+ Years in a major donor or donor stewardship related role
3. Experiencing in successfully soliciting gifts over \$5,000
4. Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and build long-term relationships

Helpful:

1. Experience working with Raisers Edge NXT