

## **DAMASCUS Position Description**

**Position:** Major Gift Officer (Immediate Hire)

**Reports to:** National Director of Advancement

**TO APPLY FOR THIS POSITION**, send a resume and cover letter to Victoria@damascus.net along with a 1–3-minute video explaining why you are excited about this position and why we should be excited about you joining our team. Resumes without a video will not be considered for the position. The video can be shot from a phone, no editing is needed.

**OPPORTUNITY:** Damascus is growing! We are in the process of building out the strategy for massive expansion to our Ohio campus as well as moving forward with building additional camps across the country and planting new Damascus Chapters in specific regional locations. To meet the growing revenue needs of our projected growth we are expanding our advancement department. This is a unique opportunity to lend your talents to raise up generations to live the adventure of their vibrant Catholic faith.

### **POSITION DESCRIPTION:**

Major Gift Officers collaborate with the National Director of Advancement to design, develop and implement our major gift program. Officers are responsible for managing and cultivating relationships with existing major gift prospects, as well as identifying new prospects. An ability to empathize with donors and clearly communicate the Damascus mission is key. Major Gift Officers are expected to energize team members, persuade prospects and persevere to the end.

### **ESSENTIAL JOB FUNCTIONS**

1. Help our donors accomplish their philanthropic goals and ambitions through a relationship with our organization
2. Secure major gifts at the \$5,000 to \$100,000 level with the goal of raising \$1M annually
3. Manage systems and software to track and cultivate donors and prospects, including our donor database and wealth screening tools
4. Manage existing portfolio of 50-100 donors and prospects
5. Work with the development department to align efforts and set goals
6. Create and implement moves management plans
7. Make direct, face-to-face solicitations, and assist the board and other staff with their solicitation (e.g. provide portfolio development support, strategic counsel, and help with donor communications)
8. Acknowledge major donors through public and private recognition

## 9. Track and report progress using specific metrics

This job might be for you if

1. You're a true "people person" with an outgoing nature. You're a self-starter and are driven by results.
1. You have at least 3 years of nonprofit fundraising experience and have shown an ability to secure individual and major gifts and meet objectives. You make donors feel valued because you're sensitive to their needs.
2. You are comfortable using a donor database, prospect research and other wealth screening tools to aid in your moves management process.
3. You can make and keep friends. You establish and maintain good working relationships throughout the organization and with outside constituencies.
4. You have honed your writing and speaking skills and use them to compel individuals to action.
5. You aren't someone who spends a lot of time in the weeds, but you know donors expect you to be organized, prepared, detail-oriented and to follow through on promises.
6. People are inspired by your determination. You bring people in line with a vision and motivate them to reach goals.