



Development Major Gift Officer

Objective

Global Down Syndrome Foundation is looking for an innovative and collaborative major gift officer to manage a portfolio of major donor accounts. The portfolio will consist of individuals, corporations, foundations and organizations. This team member will move prospect and donor accounts through the traditional fundraising phases of identification, cultivation, solicitation and stewardship.

Global Overview

Global Down Syndrome Foundation (Global) is a public not for profit 501(c)3 providing funding, outreach and advocacy in support of three Global Affiliates who work together every day to deliver the same mission – significantly improve the lives of people with Down syndrome:

1. Anna and John J. Sie Center for Down Syndrome at Children’s Hospital Colorado
2. Linda Crnic Institute for Down Syndrome on the Anschutz Medical Campus
3. Rocky Mountain Alzheimer’s Disease Center on the Anschutz Medical Campus

Global delivers its mission through Research, Medical Care, Education and Advocacy. Global’s key areas of work are:

- Development: Implementing strategic initiatives, fundraising plans and friend-raising efforts;
- Advocacy: Including but not limited to government advocacy and general awareness;
- Communication, Public Relations & Marketing;
- Event Management: Year-round events and execution of major annual event (*Be Beautiful Be Yourself Fashion Show*);
- Community Outreach: Including but not limited to local Down syndrome organization and individual Global Membership programs, health and wellness programs, and community surveys and market research.

Global’s primary activity is in Colorado and the DC-area with strategic expansion to other cities based on the development plan. Future efforts include development efforts with a more national and international focus and establishment of a world-class medical care center for adults with Down syndrome.



Job Description

This Major Gift Officer will fundraise with a focus of soliciting gifts at the \$10,000+ level with a portfolio of 75-125 major gift donors and prospects. This position will be responsible for identifying, researching, cultivating and soliciting major gifts from current donors and building a donor pipeline for sustainable growth. The Major Gift Officer will develop a targeted and robust communication and solicitation plan. The position requires the ability to develop and execute a plan to manage and grow each donor relationship, along with the ability to analyze progress and make necessary adjustments throughout the year. This position reports to the Chief Development Officer.

Accountabilities and job activity:

- **PROSPECT/DONOR RESEARCH:** Research on individuals, foundations, corporations and organizations through the Foundation's files, giving records, online resources, and through outside sources
- **WRITING ASSIGNMENTS:** Written materials including prospect/donor research such as profiles and backgrounds; memoranda of meetings, visits, and telephone conversations; preparations for meetings including purpose statements, strategy statements, expected outcome statements, background on all meeting participants, and scripts for each participant; follow-up letters to meetings and events; additional acknowledgment letters for gifts; annual appeal letters for solicitation purposes; cultivation letters; letters of inquiry; letter/proposals; proposals; donor reports etc.
- **RELATIONSHIP MANAGEMENT:** Establish and maintain a donor cultivation cycle and stewardship program to ensure new major donors are developed and current donors have opportunities to increase their level of support through the four stages of philanthropic relationship building: identification, cultivation, solicitation and stewardship.
- **PROSPECT/DONOR STRATEGY:** Work with Chief Development Officer to establish background of a prospect and/or donor, the relationships, the interests, the cultivation process, and the intended eventual solicitation of prospects for philanthropic gifts.
- **CULTIVATIONAL ACTIVITIES:** Work with team on preparations for cultivation events for prospects and donors including breakfast meetings, luncheons, dinners and other special events, possibly for groups of prospects or constituencies.



Major Gift Focus:

- Work with Chief Development Officers to create and implement a strategic, comprehensive development plan to solicit new, and incrementally grow, existing donations from individuals, foundations, and corporations for annual, multi-year and planned giving contributions.
- Identifies, cultivate, secures and stewards major gifts for endowments, general donations, and event/program sponsorships from prospective and current donors. Creates customized strategies to maximize donor interaction and create long-standing relationships that are mutually beneficial to donors and the organization.
- Maintains an active calendar of face to face meetings with major gifts donors and prospects, as well as phone calls, email and other appropriate communications.
- Develops strategies and practices to maintain and establish Global committees and memberships. Nurture and steward strong working bonds with key donors on various Global committees or membership circles.

Other:

- Participates on the team coordinating Global's signature event, the *Be Beautiful Be Yourself Fashion Show*, as well as other related projects designed to generate and enhance support.
- Collaborates with colleagues at the Global Down Syndrome Foundation, the Linda Crnic Institute for Down Syndrome, the Anna and John J. Sie Center for Down Syndrome and the Rocky Mountain Alzheimer's Disease Center to identify stewardship opportunities, and prospects for leadership gifts and endowments.
- Assists with long-range and strategic planning on comprehensive development areas and helps communicate relevant goals to staff, fundraising committee and board members. Offers ideas and share solutions to optimize major and individual giving programs.
- Other duties as assigned.

Requirements:

- Bachelor's degree required
- Minimum of 3-5 years of previous development experience including gifts of \$10,000 and above. Experience with multi-year fundraising solicitations preferred



- Demonstrated ability to build and maintain relationships with donors and prospects
- Extremely strong interpersonal skills, particularly regarding discretion, confidentiality, patience and understanding necessary for dealing effectively with a diverse group of co-workers, volunteers, donors and families
- Intuitive communication and listening skills
- Strong verbal and written communication skills coupled with strong presentation skills
- Experience in providing a high level of customer service to both external and internal constituency
- Strong leadership and management skills a plus
- PC literacy with strong competency in all Microsoft Office Suite programs (Word, Excel, PowerPoint) Outlook and donor database software (Raiser's Edge)
- Proven comfort working with high-net-worth individuals and dedicated philanthropists
- Critical thinking skills, organizational and time management skills
- Highly motivated, self-directed, reliable and accurate in executing duties
- Ability to work effectively with ethnic, cultural and ability diverse populations
- Passion for working in the community serving the differently-abled
- Collaborative team player with proven ability to work effectively with individuals at all organizational levels
- Knowledge of the Denver philanthropic community strongly preferred
- Ability to work calmly under pressure in a fast-paced environment
- Ability to travel for events, donor meetings and related business
- Flexibility to work extended hours to meet deadlines and attend Global-related events which may occur on evenings and weekends
- Proven ability to generate revenue growth and the ability to identify new opportunities
- Ability to solicit major gifts and steward a portfolio of high-level donors

Compensation

This is an exempt position, and salary is commensurate with experience and salary history.

Equal Opportunity Employer

The Global Down Syndrome Foundation is an equal opportunity employer. It is our policy to provide equal employment opportunity in full compliance with all federal, state, and local laws. The foundation's policy applies to all terms, conditions and privileges of employment and provides equal employment opportunity regarding race, religion, color, sex, sexual orientation, gender expression, age, national origin, disability, height, weight, or military status and any other characteristic protected by federal, state, or local laws.

To Apply

Please send cover letter, resume and salary history to hr@globaldownsyndrome.org.