**OVERALL SUMMARY: Major Gift Officer**

The Major Gifts Officer will play a critical role in increasing donor support and acts as an ambassador for the Dayton Contemporary Dance Company (DCDC).  Responsibilities include: new donor identification, cultivation and stewardship of existing donors to increase overall retention and giving levels, and relationship management between donors and others on the board and staff who work with them. The Major Gifts Officer will also be responsible for leading appeal campaigns and formalizing and growing the organization’s first planned giving program.

The Major Gifts Officer reports to the Vice President for Development, and will work closely and collaboratively with the CEO as well as board members and other external stakeholders.

ESSENTIAL FUNCTIONS

Donor Relations Management

* Maintain a personal portfolio of major gift prospects (defined as those giving a gift of $10,000 + in support of DCDC, as well as those donors and prospects that have the capacity to give at a higher level.
* Serve as the primary relationship manager for this portfolio of prospects, developing and implementing a written donor strategy and relationship record (using Etapistry) of all interactions.
* Communicate with portfolio through face to face cultivation, solicitation and stewardship meetings, and written strategies; ensure that each major donor and prospect has a clear strategy and timeline for cultivation, solicitation and stewardship.
* Develop solicitation strategies for donors / prospects in support of the organization's annual fund, planned giving, and growth campaigns; ensure strategies are compatible and maximize opportunities with other existing campaigns and appeals.
* Support the fundraising efforts of the CEO and Vice President in securing new and renewed gifts.
* With the Vice President of Development, create and manage organizational budget; track and report on progress to goal to CEO, VP, and Business manager including contracts, gifts, and pledges.
* Ensure proper donor recognition in all publications and oversee accurate donor lists for those publications.

Comprehensive Campaign (sunsets at close of 2026)

* Work collaboratively with members of the development department to develop and maintain a detailed campaign plan and calendar in order to achieve campaign goals.
* Work with VP to set priorities; manage and adjust the work plan and calendar as needed.
* Maintain up to date knowledge of major programmatic initiatives.
* Manage the creation and production of all campaign materials, including (but not limited to) letters, emails, and prospectuses.

Campaign Strategy

* Work with the VP to manage revenue projection and expense budget, as well as pledges and pledge fulfillments.

Events

* Work with the Marketing and Special Events Manager to strategize and help execute cultivation events for major donors and prospects.
* Be a visible presence at development department special events, such as major donor cultivation events and fundraisers

Planned Giving

* Working with the Vice President, develop a strategy for outreach to and stewardship of planned giving prospects and donors.
* Develop all print and web-based supporting materials for planned giving program.

Additional Functions

* Provide analysis and recommendations based on reporting.
* Provide detailed prospect reports for solicitors.
* Provide regular update reports on Comprehensive Campaign and its activities.
* Other duties as assigned.

POSITION REQUIR’EMENTS

* Bachelor’s Degree or equivalent experience plus a minimum of 3-5 years (direct or equivalent) experience managing high level donor relationships with demonstrated success in closing gifts of $5,000 and above.
* Ability to conceive, plan, and execute a major gifts program, including: annual giving, special events, and special projects/campaigns.
* Excellent grasp of Etapistry database software.
* Willingness to be hands-on in a role that is demanding and requires a high level of energy and professionalism.
* High level proficiency with Microsoft Office, including Word and Excel, and a working knowledge of search functions for donor research purposes.
* Superior interpersonal skills and ability to communicate professionally with a culturally diverse group of volunteers, co-workers and donors.
* Excellent organizational and project management skills and ability to prioritize workload in a timely manner to complete assignments with many deadlines and competing requirements.
* Ability to pass a criminal background check.

DCDC is committed to workforce diversity. Qualified applicants will receive full consideration without regard to age, race, color, religion, gender, sexual orientation or national origin.