POSITION ANNOUNCEMENT

MAJOR GIFTS OFFICER

SUMMARY

Responsible for increasing overall giving to Lowell Observatory, the Major Gifts Officer utilizes the development process to create and maintain positive relationships between major donors and the Observatory resulting in a wide variety of significant gifts. This position coordinates with the Major Gift team and all members of the Development team. The Major Gifts Officer reports to the Deputy Director for Development.

RESPONSIBILITIES

Manages relationships with important friends of the Observatory and is expected to identify, qualify, cultivate, solicit, and steward gifts from these friends as well as new donor prospects.

Responsible for soliciting major gifts for Observatory programs and projects using the development process.

Works collaboratively with and in support of other development staff, Observatory staff, Advisory Board members, and other volunteers to cultivate and solicit donors for identified priorities.

Manages a portfolio of primary prospects in assigned territories. Travels to primary territories as needed to develop relationships and close gifts.

- Initiates contacts with potential major gift donors,
- Develops appropriate cultivation strategies for donors,
- Moves potential donors in an appropriate and timely fashion toward solicitations,
- Makes solicitations and closes gifts,
- Maintains stewardship contacts with donors,
- Demonstrates empathetic disposition, and perseverance,
- Reflects optimistic and positive attitude, and conveys sensitivity to needs of the donors,
- Adheres to the highest ethical standards.

Other Duties May Be Assigned.

QUALIFICATIONS

- High degree of reading, writing and verbal skills.
- High level of organizational, record keeping, and managerial skills.
- Ability to perform effectively in public speaking.
- Skilled in building relationships with a wide variety of people.
- Able to and willing to seek input and collaboration with others.
- Minimum of 50% Travel Expected (Local and Out of State).
- Skilled in use of donor data bases, Raisers’ Edge a plus.
EXPERIENCE AND EDUCATION

Bachelor’s Degree required; Master’s degree desirable. 5 years’ experience in the identification, solicitation, and acquisition of major gift fundraising

Status: Full time, Regular
FLSA Classification: Exempt
Compensation Type: Salary
Benefit Eligible: Yes
Location: Flagstaff, Lowell Observatory’s Mars Hill Campus

Expected salary range: $65,000 - $75,000 depending on experience.

Full-time employees at Lowell Observatory receive the following benefits: 100% employer paid Blue Cross Blue Shield medical insurance, life and long term disability insurance. Employees are provided three weeks of paid vacation time and eleven paid holidays. Additionally, at six months employees must participate in our 403B retirement plan at a 5% contribution level, which the Observatory matches.

TO APPLY

Please complete an application (http://lowell.edu/about/employment/) and send it with a resume, letter of interest addressing your qualifications and phone numbers and e-mail addresses of three references to the email address posted on the Lowell Application. Open until filled with first round of review on February 24th, 2016.

Lowell Observatory is an Equal Employment Opportunity/Affirmative Action employer and provides equal employment opportunity to all persons without regard to race, color, religion, sex, national origin, age, genetic information, disability, veteran status, political beliefs, sexual orientation, and marital and family status.

Lowell Observatory provides reasonable accommodations to applicants with disabilities. This nonsmoking campus is at an elevation of 7,000 ft/2100m. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources office for assistance.

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