

## **MAJOR GIFTS MANAGER PLOUGHSHARES FUND**

### **Job Description:**

The Major Gifts Manager is a full-time position, joining the development team to play a leadership role in the Annual Campaign in Council-level gift development, and overseeing the solicitation and acknowledgement work of the Ploughshares Fund. The Major Gifts Manager reports to the Director of Development with responsibilities including:

- Responsible for a specific portfolio of Council-level prospects or donors. This consists of taking an Individual Major Gift caseload for annual giving, including identification, cultivation, solicitation and stewardship in partnership with the Director of Development. Caseload starting points are donors in the \$500 - \$9,999 range, and prospects for first time gifts to Ploughshares at the Council level (\$1,000 +). Responsible for motivating volunteers (Board members) and senior staff to execute solicitation assignments effectively, staffing and supporting their efforts. Includes travel, face-to-face donor contacts, and direct solicitation. Responsible for ensuring that these relationships are nurtured and maintained for the benefit of Ploughshares Fund over time. Requires ability to persuasively present the Ploughshares Fund case, to listen to and understand donor interests and motives, and close gifts.
- With the Director of Development and the Executive Director, the Major Gifts Manager shares responsibility for the Annual Giving Campaign, including meeting the fundraising goals set by senior staff and Board. Assists with the structuring and development of the Annual Giving Campaign, including development of strategies, benefits and appropriate donor recognition. Develops short and long-term plans, setting specific measurable goals. Major Gifts Manager collaborates with Annual Campaign leadership and is not solely responsible for the *entire* Council level giving or the *entire* Annual Campaign.
- Plans and oversees implementation of donor events. Responsibilities include developing concept, materials and invitations, serving as the primary contact for donors and volunteers, coordinating and assisting with presentations, overseeing the Development Associate's implementation, and necessary event follow-up solicitations.
- Conducts research and develops briefings. Compiles and synthesizes information serving as background for meetings, reports, proposals and solicitations – referenced by the Executive Director, Director of Development and Board members.
- Assists Director of Development with solicitation of foundations, including monitoring due dates for proposals and reports and keeping team alerted in advance, functioning as grant writer preparing proposals and reports as assigned, conducting research on prospective foundation funders.
- Oversees implementation of Planned Giving program, specifically overseeing Ploughshares Fund's planned giving website and relevant marketing.

- Meets key fundraising and organizational goals and deadlines
- Other duties as assigned

Qualifications:

- Bachelor's Degree from accredited institution required
- Minimum 3 – 5 years' experience preferably in comparable non-profit organization with increased direct experience with major donors
- Able to effectively and efficiently organize and prioritize workload to handle many projects with overlapping deadlines
- Exercise discretion with ability to hold confidential information
- Maintain strong attention to detail, with excellent written and verbal communication skills
- Experience with fundraising software or other relational contact database software (Raiser's Edge)
- Proficiency in the use of MS office products particularly Word and Excel, familiar with CMS systems
- Able to work independently and carry projects to their completion under general supervision
- Flexibility, good judgment and positive attitude

For more information, visit: [www.ploughshares.org](http://www.ploughshares.org).

Application deadline: Dec. 31, 2011. To apply, send cover letter, *including salary requirements*, and resume to: [mgmjob@ploughshares.org](mailto:mgmjob@ploughshares.org), subject line: MGM Search  
No phone calls please.

Or mail to:

Ploughshares Fund, Attn: Major Gifts Manager Search  
1808 Wedemeyer Street, Suite 200,  
San Francisco, CA, 94129

AA/EOE: minorities, women encouraged to apply