



124 W. Capitol Ave, Suite 885, Little Rock, AR 72201 501-907-5612

Title: Major Gifts Officer

Reports to: Executive Director

Classification: Full-time/Exempt

Salary range: 65,000-85,000 depending on qualifications and experience

Primary Purpose of the job: The Major Gifts Officer is responsible for cultivating, soliciting, and stewarding major gifts to support ACADV's mission. The Major Gifts Officer collaborates closely with the Executive Director and the Board of Directors to develop fundraising goals and strategies that align with ACADV's mission and values.

Duties

1. Leadership and Strategy:

- a. Work with ED and Board to facilitate short- and long-term major giving strategies.
- b. Foster a culture of philanthropy and coordinate Executive Director and the Board in the implementation of the major giving strategy.
- c. Ensure that the major gifts program is executed in alignment with ACADV's mission and values.
- d. Work with ED and Board to align the major giving strategy with ACADV's overall development plan to meet revenue goals.
- e. Develop and implement a creative, personalized strategy for major donor engagement and stewardship.
- f. Maintain accountability and ensure compliance with all regulations, laws, and code of ethics for fundraising professionals.

2. Fund Development

- a. Identify, cultivate, solicit, and steward major gifts
- b. Keep abreast of philanthropy and fund development trends

3. Monitor and Analyze Fundraising Data

- a. Manage and ensure accurate data entry and gift processing for major gifts.
- b. Track, analyze, and report on fundraising progress using established metrics.

- c. Identify opportunities and transparently share challenges with the Executive Director and Board of Directors.
- d. Develop and refine fundraising strategies to address identified needs and challenges.

4. Engagement:

- a. Explore and leverage opportunities to increase ACADV's visibility.
- b. Recruit, train, and manage volunteers supporting major gifts fundraising.
- c. Attend professional development training and continuing education workshops such as the Association of Fundraising Professionals (AFP)

Preparation and Knowledge:

A minimum of five years' experience in a not-for-profit development office.
Thorough understanding of diversified fundraising activities.
Proven history of fundraising metrics specific to major gifts.
Strategic thinking and problem solving.
Computer literacy and familiarity with CRM databases.
Excellent verbal and written communications skills.
Ability to organize and prioritize work.
Ability to work independently with little supervision.
Excellent judgment and ability to maintain confidential information.

Additional Preferred Qualifications:

CFRE
Demonstrated commitment to domestic violence awareness and advocacy.

Working Conditions:

Occasional out-of-town travel for meetings or conferences, using rental or personal vehicles.
Job responsibilities may require more than 40 hours of work in each week.
Flexible hours, some evening and weekend work is required.

Safety Hazards of the Job:

Minimal Hazards. General office working conditions.

Other Hazards:

Risk of verbal/physical confrontation

This job description does not list all the duties of the job. Supervisors or managers may ask you to perform other instructions or duties. All ACADV employees are expected to always represent themselves and the organization professionally. You will be evaluated in part based on your performance of the tasks listed in the job description.

Management has the right to revise this job description at anytime.

Please send resume and letter of interest to:

bsanders@domesticpeace.com