

Major Gifts and Grants Team - Job Description

Position Title: *Major Gifts Officer*

Department: *Fundraising Committee, ResQ Global Foundation*

Reports To: *Fundraising Committee Director(s) & Associate Director(s)*

Role Summary

The Major Gifts Officer will be responsible for cultivating relationships with high-net-worth individuals, foundations, and institutional donors to secure significant financial contributions. This role involves strategic planning for major gift solicitation, personalized donor engagement, and coordination of donor recognition events to foster long-term relationships.

Key Responsibilities:

- Identify, cultivate, and solicit high-net-worth individuals and institutional donors for major gifts.
- Build and maintain strong relationships with major donors, providing tailored communication and recognition.
- Develop customized proposals and presentations for potential major donors.
- Plan and execute strategies for major gift solicitation, including setting goals and conducting prospect research.
- Organize events and recognition programs to engage and appreciate major donors.
- Maintain accurate donor records and report on major gift activities.

Requirements:

- Majors in Business Administration, Management, Public Relations, Economics, Finance, or a related field in Business.
- Experience in major gift fundraising or wealth management.
- Excellent relationship-building skills and public speaking abilities.
- Familiarity with ResQ Global's donor stewardship and fundraising principles.