



Major Gifts Officer

The Major Gifts Officer will play a major role in the overall success of the Development department and assist Ronald McDonald House Charities Oklahoma City (RMHC-OKC) in meeting our annual fundraising goals. He/she will work closely with the Development team to implement fundraising strategies, engage donors, and contribute to the organization's overall growth and success. The successful candidate will be an initiative-taking, self-motivated team player. This is a new position that reports to the Chief Development Officer.

Essential Functions

- Create a comprehensive strategy for donor cultivation, solicitation, and retention based on the donor's giving history and capacity, managing a portfolio size of 100-125 prospective and current donors.
- Directly solicit major gifts and partner with the leadership team and board members on solicitations by providing prospect briefings, strategic guidance, and assistance with donor communications
- Facilitate and coordinate all communication with prospects and among the prospects' relationships.
- Identify and qualify new major gift prospects.
- Develop, plan, and participate in strategic donor engagement opportunities, such as small events for select prospects in the portfolio.
- Develop a high-quality donor experience through regular personalized correspondence, professional proposals, and timely acknowledgments.
- Maintain an organized and detailed prospective donor pipeline via CRM.

- Collaborate with Marketing to design and produce development materials and collateral (customized donor proposals, booklets, brochures, signage, etc.), as appropriate with the campaign timeline.
- Independently exercise ethical, sound judgment, and maintain the highest standards of donor privacy and confidence.
- Accurately update and maintain major donor/prospect information and activity in donor database system in collaboration with the Donor Database Manager
- Performs other related duties and works on special projects as assigned to support and further the mission of RMHC-OKC

Education/Expertise/Experience

- Possess a minimum of 3 years' work experience in major gifts fundraising and resource development.
- Experience with and a proven track record around prospecting, pipeline building, and prospect development.
- Bachelor's degree (or higher) from an accredited college or university strongly preferred.
- Knowledge of local philanthropic market preferred.
- Exceptional communication skills (verbal, written, presentation)
- Results-driven, flexible, self-motivated, intellectually curious, and able to manage multiple tasks efficiently while being a collaborative team player.
- Ability to work proactively and independently while seamlessly communicating with a team.

Employment Status

- The Major Gifts Officer position is a full-time exempt position.
- Hours are 8:00 am to 5:00 pm Monday-Friday
- May include some evenings and weekends; hours must be flexible to accommodate campaign needs and scheduled events, including some travel across the state.
- Reports to the Chief Development Officer

The job description is for informational purposes only. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the work.

Interested candidates should submit their resume to careers@rmhc-okc.org. Please include Major Gifts Officer in the subject line.