



## **MAJOR GIFTS/CAPITAL CAMPAIGN OFFICER**

### **ORGANIZATION**

Every day we commit our unique experience, expertise and compassion to help our entire community be as vibrant, strong and healthy as it can be. MV Community Services (MVCS) responds to the ever-changing needs of our community. We have an impact on infants, children, teens, families, seniors and all who call the Island home. We are here for our neighbors when they need us, regardless of ability pay. For more than 50 years, MVCS has offered affordable childcare, accessible mental health care, disability support services, domestic and sexual violence support and so much more. As the Island's social services safety net, we partner with various organizations to create a healthier Martha's Vineyard.

### **POSITION SUMMARY**

Martha's Vineyard Community Services is seeking a full-time Major Gifts/Capital Campaign Officer. Reporting to the Director of Development and Communications, the Major Gifts/Capital Campaign officer is responsible for the overall management of the major gifts program at Martha's Vineyard Community Services (MVCS), which is charged with managing relationships and securing support from donors who are capable of making gifts of \$2,500 and above, either to the general fund or to the capital campaign.

### **RESPONSIBILITIES:**

- Qualifies and cultivates prospective donors
- Develops and proposes strategies for solicitation of major/capital campaign gifts, including: determining ongoing relationships with prospect/donor; recommending specific purpose and level of gift; identifying those to be involved in cultivation and subsequent solicitation; assuring that solicitations are carried out.
- Develops and implements processes for process documentation and improvement, and progress tracking. Works closely with other staff to insure effective coordination of effort with their programs and to continuously cultivate prospects and steward donors.
- Participates, as required, in team efforts including solicitation strategy teams for key prospects and internal planning efforts.
- Keeps current on MVCS programs and initiatives; networks with MVCS program directors
- Co-ordinates an effective program for recognition, involvement and stewardship of major/capital campaign donors in coordination with the Director of Development and Communications.

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- Participates in all aspects of the gift cycle:
  - Initiates contacts with potential major/capital campaign donors
  - Develops appropriate cultivation strategies for them, including working with volunteers
  - Moves potential donors in an appropriate and timely fashion toward solicitation and closure
  - Makes solicitations when appropriate
  - Maintains stewardship contacts with donors

## QUALIFICATIONS

- 3-5 years of individual major gift and/or capital campaign fundraising experience
- Ability to understand the needs and interests of major donors in order to develop relationships between them and MVCS
- Ability to work both independently without close oversight, but also a team player who will productively engage with others at varying levels of seniority within and outside MVCS
- High energy and passion for MVCS's mission is essential
- Ability to see and understand the objectives of the development and communications team, and to integrate the major gifts program with those objectives
- Ability to initiate, analyze, monitor, evaluate and alter strategic cultivation and stewardship plans
- Ability to articulate the case for support so that individuals "buy into" the vision/mission/goals of MVCS and understand with sufficient effectiveness to secure gifts and pledges of \$2,500 or more
- Excellent oral, written, interpersonal, analytical and organization skills required.
- Willingness to comply with the Association of Fundraising Professionals (AFP) Donor Bill of Rights and Code of Ethical Principles and Standards
- Available to work occasionally outside regular business hours
- Bachelor's Degree or equivalent combination of training and experience

*Martha's Vineyard Community Services is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, gender identity or expression, genetic information or any other legally protected status.*