

Crescent Cove Job Description

Major Gift Officer

Last Revised 8.9.2024

Full-time position

Reports to: Executive Director

Salary Range: \$68,000 - \$75,000 annual salary

CRESCENT COVE:

The mission of Crescent Cove is to offer care and support to children and young adults with shortened life expectancies, and to their families who love them. Crescent Cove is Minnesota's first residential children's respite and hospice home, which opened in May 2018 in Brooklyn Center. The Home provides short, 1-7 day respite breaks for children with complex medical conditions, and also creates a sacred space beyond the hospital or home environment for compassionate end-of-life care. Crescent Cove provides integrative therapies like massage, music, and pet therapy, spiritual care and energy work, and support groups for families caring for a child with shortened life expectancies.

Job Purpose

The Major Gift Officer is responsible for creating meaningful relationships with prospects and donors built on a firm understanding of the donors' interests, passions, and values, with the purpose of cultivating, soliciting, and closing major gifts. An ability to empathize with donors and clearly and authentically communicate our organization's mission is key. This position will work to acquire major donors, build strong relationships with donors, corporate professionals and executives, and foundations, and maintain consistent contact with donors through personal visits and written contact. Because this is the first major gift position in Crescent Cove's history, it is starting as a part-time position, with the opportunity to scale up as donor relationships build.

Primary Duties and Responsibilities | Development

The Major Gift Officer will perform the following duties:

- Prepare and present gift proposals and giving strategies that balance the donor's interests and the needs with the mission of Crescent Cove. Strategize on giving options for individual prospective donors.
- Build a robust major donor portfolio.
- Responsible for recording all actions in donor database (Network for Good) related to donor relationship-building.
- Responsible for managing the day-to-day aspect of donor relationships including meetings, phone calls, emails, letters, donor reports and other aspects of donor cultivation and stewardship.

- Be an integral part of the team that creates a fund development plan which increases revenues to support the strategic direction of the organization and long-term sustainability.
- Work closely with team members to evaluate each prospect or donor's best next step in relationship-building.
- Responsible for setting realistic fundraising targets in relationship to major gift fundraising, and reporting on said targets to the Philanthropy and Finance Committees on a regular basis.
- Committed to success while following ethical fundraising principles and the iCOVE commitment.
- Participate as an active member of Crescent Cove's team of staff and volunteers.
- Support the success of the annual gala by soliciting sponsorships with prospects and donors, inviting and connecting with major gift donors and prospects.
- Meets monthly along with the Manager of Communications & Engagement with the external grant writing team to evaluate and determine next steps in developing relationships with foundations.
- Assist in developing the annual budget and develop annual fundraising goals.

Qualifications

- Experience in soliciting and closing charitable gifts with demonstrated record of success and experience in qualification, cultivation, solicitation and stewardship of major individual gifts of \$100,000 and above.
- Planned giving knowledge and experience.
- Bachelor's Degree

Knowledge, skills and abilities

- An ability to develop and foster relationships both internally and externally
- Is highly knowledgeable about gifts of assets and planned giving strategies.
- Highly developed professional fundraising skills, attention to detail and follow-through
- Is familiar with stewardship of donors to communicate the impact of gifts
- Knowledge of tax laws that impact charitable gifts and the ability to communicate benefits to prospective donors
- Excellent verbal and written communication skills and ability to work effectively on a one-to-one basis and within groups
- Knowledge of, and willingness to use donor management software and wealth screening software
- Willingness to work flexible hours
- Is a good steward of donor dollars by managing expenses effectively

Personal characteristics

- Self-motivated, self-directed, enthusiastic, energetic, creative and highly organized
- Strong integrity and ethical conduct
- Effective communicator and active listener
- Works collaboratively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Organized and efficient
- Is dedicated to Crescent Cove's mission and culture of caring

To apply submit cover letter and resume to Jenny Floria at jenny.floria@crescentcove.org.