

For more than a century, the **Greater Milwaukee Foundation** (GMF) has been inspiring philanthropy, serving donors and strengthening communities. Together with its donors and many community partners, the Foundation guides and shares a collective vision that Greater Milwaukee becomes a vibrant, economically thriving region comprised of welcoming and inclusive communities that provide opportunity, prosperity and a high quality of life for all.

You can make a difference, as we are seeking a Major Gifts Officer! The Major Gifts Officer (MGO) is responsible for managing a portfolio of donors and new prospects with a focus on qualifying donors, cultivating relationships through intentional engagement, and developing and implementing solicitation strategies in line with donor goals and Foundation priorities. The incumbent works strategically to motivate and encourage donors and prospects to give to and through the Greater Milwaukee Foundation. While adhering to donor intent, the MGO focuses on soliciting and securing gifts, funds and legacy promises, as well as co-investments. The primary goal of this position is to grow the assets of the Foundation through advancing relationships with current fund holders and developing relationships with new donors.

Key Responsibilities

Fundraising

- Manages a portfolio of approximately 150 donors and prospects, conducting a minimum of 12 meetings per month
- Develops new and deepens current relationships with assigned portfolio, gaining and documenting knowledge of donors and prospects specific to their philanthropic interests, financial plans, volunteer engagement, family information, as well as primary legal and financial advisors
- Creates and executes engagement and solicitation strategies for new prospects and current donors within portfolio to bring them closer to GMF's mission and provide education on the Foundation's priorities
- Promotes GMF co-investment opportunities with the purpose of maximizing community impact, which includes partnering with appropriate Development and Philanthropic Services (DPS) team members and the Community Impact team
- Initiates regular communication with donors and their advisors to service funds and cultivate expanded relationships
- Drafts gift agreements and legacy promise agreements, as well as briefing and solicitation materials
- Achieves annual fundraising and long-term donor engagement goals for all prioritized donors and prospects in conjunction with the Prospect Researcher, Senior Director of Gift Planning and DPS Philanthropic Advisers
- Partners with Marketing and Communications to ensure the effective marketing and branding of donor communication pieces, as well as the distribution of press releases and other promotional materials as appropriate

General Management

- Partners regularly with the Prospect Researcher, DPS leadership and volunteers in identifying and qualifying prospects
- Provides counsel and philanthropy services to donors, donor families and advisers, which includes encouraging donors to create new funds, add additional gifts to their funds and include GMF in their estate plans

- Works creatively with current and prospective clients, donors and their advisors to create charitable gifts that meet the donor's financial, estate planning and charitable goals
- Obtains fund documentation and/or written gift confirmations from new, current and deferred gift donors
- Remains abreast of the most current trends by attending educational events, seeking networking opportunities with peers and adopting best practices as they are identified
- Promotes GMF through attendance at community events

Qualifications

- Bachelor's Degree required from four-year college or university; Certified Fund Raising Executive (CFRE) Certification desired
- Three (3) or more years of fundraising experience or comparable relationship-building work with focus on maintaining long-term, trusting client relationships
- Bilingual skills in Spanish desirable
- Knowledge of or willingness to learn philanthropy, its regulations and impact to the community, as well as laws, regulations and processes related to charitable giving and nonprofit operations
- Demonstrated ability to develop strong and credible relationships with donors/clients from diverse backgrounds
- Ability to think strategically and creatively in a collaborative environment
- Ability to manage confidential information with discretion
- Proficient in Microsoft Office Suite applications (i.e., Outlook, Word, Excel, PowerPoint specifically), web-based applications and databases

Benefits

We offer an excellent benefit package, which includes health, dental, vision, flexible spending, life insurance, 403(b) retirement plan, paid time off (PTO), educational assistance and more!

Application Instructions

Application Deadline: March 12, 2019 (will review resumes as they are submitted)

Please include resume, cover letter and salary requirements when [applying](#)

Equal Opportunity Employer