

## **Major Gifts Manager**

Claretian Missionaries USA-Canada

The Claretian Missionaries, a 501(c)(3) religious organization based in downtown Chicago, has a full-time opportunity for a **Major Gifts Manager** (MGM) to join a dynamic Mission Advancement Team. This development officer executes and leads the annual campaign to achieve and exceed the organization's budgeted revenue and cultivation goals in the area of major and planned giving. The MGM serves as the lead relationship manager for the effective cultivation of large and high-value donor growth and retention. The MGM reports directly to the Senior Director of Mission Advancement and supervises the Planned & Major Gifts Associate (PMGA).

The MGM will assist in forming and liaising with the Resource Development Committee, an at-large volunteer-driven group charged with identifying prospects for resource development and cultivation. Collaborating with the Senior Director, the MGM guides the Provincial Council and Committee in their donor cultivation.

The ideal candidate will possess exceptional written, verbal, and interpersonal communications skills in English and Spanish along with demonstrated success in major gift solicitation.

### **Main Accountabilities**

- Create and execute an annual Major Gift campaign to achieve budgeted fundraising goals; effectively integrating strategies, actions, communications and moves management practices.
- Build, grow and manage the major (\$2,500 one-time) and leadership gifts (\$20,000 annually) program to achieve target outcomes for the responsibility area including capital improvement projects, restricted gifts to Claretian and community development ministries and general operating gifts directed to unmet needs.
- Directly steward and manage relationships for a portfolio of approximately 250 major and planned gift prospects and donors, and 25 high-value targets with strategic outreach, touch points and visits; travels regionally and nationally, coordinating site visits and prospect cultivation with leadership and ministries.
- Oversee the established planned giving program to achieve retention and growth outcomes.
- Oversee strategies for donor and prospect outreach, touchpoint, acknowledgement and recognition functions.
- Develop and issue timely reporting to the Senior Director.
- Utilize the organization's centralized Aegis CRM to identify, research, qualify, document, and create a moves management profile strategy for prospects in the PMGM and PMGA portfolios. Upward manage prospects to the Senior Director and Provincial Council member's portfolios.
- Partner with the PMGA to prepare Charitable Gift Annuity proposals and manage those relationships.
- Collaborate with the PMGA, Senior Director and internal teams to create stewardship materials, update and edit relevant website information for planned and major gifts.
- Serve as front-line representative and ambassador for the Claretians, National Shrine of St. Jude and Community Development missions.

- Partner with the Data Management team, PMGA and Senior Director to select constituent lists for direct mail projects.
- Create and manage the area's annual revenue and expense budget in collaboration with the Senior Director.
- Stay informed about trends in philanthropy, fund development, and nonprofit management.
- Ensure compliance with all relevant regulations and laws, maintain accountability standards for donors, and adhere to codes of ethical principles and standards of professional conduct for fundraising executives.
- Support the stability and sustainability of the development function by creating a working environment that is rewarding to staff and volunteers.

### **Qualifications**

- Bachelor's degree in nonprofit fundraising, management or equivalent experience
- 5+ years of direct and growing responsibility and proven success with major gifts strategies and tactics
- Bi-lingual English/Spanish preferred
- Outstanding written and verbal communication, interpersonal and organizational skills
- Computer proficiency as a high-level CRM user (Aegis and Network for Good), PG Calc, GiftWrap, Word, Excel, PowerPoint and Outlook
- Catholic or Christian perspective necessary
- Able to work evenings and weekend when necessary and travel up to 50%

Salary offering is based on experience. Includes excellent employee benefits for a competitive total compensation package. **For position consideration, please email cover letter, resume, and desired salary requirements to Human Resources, Claretian Missionaries: [hr@claretians.org](mailto:hr@claretians.org)**

### **About the Claretian Missionaries**

The Claretian Missionaries in the United State and Canada are dedicated to:

- Bringing the Word of God to all people as companions on their journey through life.
- Working for the betterment of society and providing the tools and resources to promote human dignity.
- Encouraging young adults to participate in leadership at all levels of the ministry.
- Continuing the commitment to serve the Hispanic communities in the United States and Canada.
- Sponsoring print and media to evangelize the people of God to strengthen their faith commitment.
- Engaging outreach to Catholics who have left the Church.
- Standing in solidarity with immigrants and refugees as advocates of comprehensive immigration reform.
- Assuring the safety of children in all the ministries.
- To learn more about the Claretians and their ministries go to: **[www.claretians.org](http://www.claretians.org)**

Claretian Missionaries Service Corporation is an equal opportunity employer.