

DIRECTOR OF MAJOR AND PLANNED GIFTS

United Way of the Dutchess-Orange Region is seeking a part-time Director of Major and Planned Gifts to join our team. The Director will manage a portfolio of current and potential major donors (\$5,000+) and implement the Planned Giving program.

Please submit your resume and a cover letter (applications will not be considered without a cover letter). Send to HR-Inbox@uwdor.org

ESSENTIAL FUNCTIONS

- Solicit and steward existing Major Donors and ensure all gifts are accounted for during fiscal year
- Identify, cultivate, solicit and steward potential planned and major gift donors (\$5,000+); engage donors in multi-year step-up programs
- Implement planned giving program through cultivation, meetings and follow up with prospects
- Create and present proposals for potential major donors
- Participate in 5-10 donor meetings a month (virtual and in-person)
- Track and report progress towards financial goals
- Attend community events representing United Way
- Must be willing to travel throughout Dutchess and Orange Counties

SKILLS

- Proven experience as a major gifts officer or similar role in fundraising
- Excellent communication, presentation and interpersonal skills as well as ability to work with diverse audiences
- Strong understanding of fundraising best practices and legal guidelines
- Ability to build and maintain relationships with key donors
- Excellent planning and time management skills; ability to successfully manage multiple projects
- Effective analytical and problem solving skills
- Must be experienced with in-person and virtual donor meetings
- Positive attitude and willing to be part of a team

REQUIREMENTS

- Bachelor's degree
- 3 years in individual fundraising with a track record of closing major gifts
- Working knowledge of Microsoft Office with good general computer skills

SALARY

\$25-\$35 per hour based on experience