Ronald McDonald House New England (RMH NE)

Title: Major Gifts Officer

Location: Boston Harbor/Charlestown, MA. Hybrid.

Reporting Relationship: Reports to the Director of Development

Exempt/Non-Exempt: Exempt - Salaried and benefited position

The salary range: $80,000-$90,000

GENERAL SUMMARY:
Ronald McDonald House New England serves as a sanctuary for pediatric patients and their families, offering comfort and Family-Centered care programs while they receive treatment at leading medical facilities across New England.

The Major Gifts Officer (MGO) is responsible for sourcing, developing and managing a portfolio of major gift prospects/donors primarily consisting of individuals, families as well as Family foundations. In addition, the MGO is responsible for developing major gifts activities including: identifying and qualifying prospects and donors, designing prospect strategies, leading cultivation activities, securing major gifts through solicitation, supporting recognition activities and continued stewardship of donors. The position requires demonstrated abilities in managing relationships with business and industry professionals, motivation to develop and sustain relationships with individuals of wealth, power and influence on behalf of Ronald McDonald House New England.

PRINCIPAL DUTIES AND RESPONSIBILITIES:
Development

- Cultivating and soliciting donor prospects from a developed portfolio of individuals to secure major individual gifts.
- Actively cultivate and solicit donors to increase philanthropy
- Execute timely and strategic moves to further the donor relationship and an eventual solicitation
- Create and organize necessary preparation for donor visits or follow up in the form of letters, proposals, or collateral materials
- Prepare proposals in support of prospect interests
- Produce individual results and achieve annual goals and stretch goals
- Perform other major donor activities as may be required
- Meet/exceed minimum annual fundraising targets
- Identifying and qualifying new potential donors to continually build and enhance the individual's donor portfolio.
- Work with Manager to identify prospects and donors through community leaders, corporate partners and current donor base

Planned Giving

- Develop and implement Planned Giving Society
- Meet/exceed planned giving solicitation targets

- Create marketing program to educate our constituents about the benefits of planned giving and to generate leads

Special Events

- Assists with and participates in the planning and execution of signature special events including Night Out at Fenway Park and Women's Classic.
- Cultivate and solicit sponsorships

Education and Experience:

- A bachelor's degree and minimum of 5 to 8 years of individual fundraising experience are required.
- Must have a proven track record of success, specifically within the Boston market.
- Strong professional experience in fundraising and donor stewardship. Specifically, within the Boston market
- Experience managing multiple projects concurrently, demonstrating a sense of urgency, results oriented, meets deadlines and achieves goals.

MINIMUM KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Must be a self-starter with the ability to multitask and function effectively under pressure.
- Ability to think proactively and respond appropriately.
- Ability to establish and maintain effective relationships with staff, employees, and the general public
- Must have a strong personal presence with the ability to represent the charity effectively both verbally and in written form.
- Effective communication, writing and grammar skills, paying great attention to detail
- Must be willing to travel within the Boston and Providence, RI market
- Proficient with computer database, word processing and publishing programs. Experience with donor database portfolio software.
- Must possess negotiation skills and the ability to think on his/her feet to close a deal
- Must be available to work irregular hours, shifts, weekends, holidays.
- Must be willing and able to drive House locations, external meetings, donor meetings, etc.
- Ability to multitask key.
- Sensitivity and discretion in working with RMH NE families and children, maintaining confidentiality.

WORKING CONDITIONS:

- Full-time position reporting to the Director of Development
- Hybrid, based in Boston Harbor/Charlestown, MA with ability to travel in between Boston, MA and Providence, RI

STATUS:

This is an exempt/salaried and benefited position, with an expectation of a minimum 40 hour per week. It is an 'at will' employment position, which means that either RMHCNE or the employee may terminate employment at any time, with or without cause or without notice.

COMPENSATION & BENEFITS:

The salary range is $80,000 - $90,000.

Compensation & Benefits: This position offers 100% health/dental/vision coverage, eligible for paid time off per our personnel policies, 401- K with a company match, life insurance, and long-term disability insurance. It is an exempt/salaried and benefited position, with an expectation of a minimum 40 hours per week. It is an 'at will' employment position, which means that either RMHCNE or the employee may terminate employment at any time, with or without cause or without notice

The above statements are intended to describe the general nature/level of work being performed by the individual assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

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Signature **Date**

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