



Job Title: Major and Planned Giving Officer, Frances Perkins Center

Location: Hybrid (In-office work in Newcastle, Maine; remote work; and occasional travel required)

Reports To: Development Director

Job Type: Full-time, exempt

Position Summary

The new, full-time position of **Major and Planned Giving Officer** plays an important role in the significant organizational growth at the Frances Perkins Center (FPC). The Major and Planned Giving Officer will oversee the creation and launch of major gift and planned giving programs to help build substantial financial capacity in support of the Center. This role will provide expertise in creating systems and procedures for the implementation of initiatives to include research, cultivation, solicitation, and stewardship of major donors.

The Major and Planned Giving Officer will work toward increasing the giving levels of existing donors and create a new pool of potential donors. This position requires a thorough background in fundraising best practices and donor databases for managing donor and solicitation records.

Applicants applying for this position must submit a cover letter detailing their expertise and interest in the role, along with their resume, to be considered for this position.

About the Frances Perkins Center

Founded in 2009, the Frances Perkins Center honors the legacy of the iconic historical figure Frances Perkins by sharing her commitment to the principle that government should provide all its people with the best possible life, and by promoting the place that shaped her character. The Center fulfills its mission through a variety of means, including the management of Frances Perkins' Homestead in Newcastle, Maine, which was recently granted National Historic Landmark status. In addition, the Frances Perkins Center convenes leaders and future leaders in public policy, labor, and related fields.

The Center is in a period of strategic growth, excited to bring conversations around the work and legacy of Frances Perkins into the 21st century!

Roles and Responsibilities

- ◆ Develop, manage, and implement major and planned giving programs, strategies, platforms, and systems.
- ◆ Lead major donor pipeline development and solicitation strategy. Research, identify, and cultivate relationships with prospective major gift donors and planned giving donors.
- ◆ Design and operate a donor stewardship program.
- ◆ Track and assess major giving and planned giving metrics.
- ◆ Lead Board prospect activities related to major donor identification, cultivation, and solicitation.
- ◆ Create messaging, collateral materials, and a meaningful donor recognition program.
- ◆ Manage prospecting procedures, moves management, and tracking in CRM software.

- ◆ Collaborate with the Development Director and Executive Director on major gift and planned giving messaging via website, social media, and special communications, including direct mail, e-mail, and e-solicitations.
- ◆ Work with the Development Director and Executive Director on other prospective fundraising activities to achieve the annual Development goal.
- ◆ Submit information to be included in the Development Director's board and annual reporting.
- ◆ Represent the Frances Perkins Center at relevant events.
- ◆ Other duties as assigned.

Desired Qualifications & Qualities

- ◆ Minimum three to five years of professional development experience with an emphasis on major donor solicitation, prospect management, planned giving, and relationship-building in a non-profit or educational setting.
- ◆ Experience working closely with high net-worth individuals, families, and professional advisors.
- ◆ Proven ability to develop strategic long-term donor relationships while achieving bottom-line results, including moving individuals through a process of developing deeper appreciation for the mission of an organization and increasing their giving.
- ◆ Persuasive communicator with excellent interpersonal and written communication skills including developing trust and rapport with prospects and major donors.
- ◆ Demonstrated project and data management skills with exceptional attention to detail and ability to handle multiple projects, prioritize, and manage time effectively.
- ◆ Self-motivated and cooperative individual who exercises independent judgement and handles confidential information with discretion.
- ◆ Ability and eagerness to work collaboratively with colleagues across the organization, including in hybrid, virtual, and in-person settings.
- ◆ Experience in event planning, execution, and participation.
- ◆ Ability to operate computers and assigned software, including proficiency in all Microsoft Office applications, fundraising databases, and CRM software such as Blackbaud's *Altru*. Ability and willingness to learn additional platforms used to complete individual and cross-functional work.

Working Conditions & Physical Demands

- ◆ This is a largely sedentary position and candidates must be able to remain in a stationary position for extended periods of time. This role requires that candidates occasionally move about inside the office and Homestead to access files and shared staff spaces, including stairs and uneven ground.
- ◆ On-site work is performed in a shared office environment; and remote work is performed in a home office setting. Candidates must be able to operate a computer and other office productivity machinery, such as a calculator, copy machine, laminator, and computer printer.
- ◆ Some travel is required including occasional evenings and weekends.

Compensation and Benefits:

The starting salary for this full-time (40 hours/week, exempt) position is \$63,000. Additional benefits include employer-sponsored medical, dental, and vision insurance; an IRA program with matching contribution; paid time off and holidays; opportunity to work with a dedicated and passionate team; and a chance to make a difference and craft the future of a growing organization!

To Apply:

Interested candidates should send a resume and a cover letter explaining why they are interested in this opportunity and how it is well aligned with their strengths to ahatch@francesperkinscenter.org. We encourage interested candidates to apply, even if the qualifications are not perfectly aligned. Applications will be accepted on a rolling basis and the position will remain open until the right candidate is hired. This role is anticipated to begin on or around October 1, 2024.

Nondiscrimination:

The Frances Perkins Center is an equal opportunity employer which recognizes and encourages people of all identities to apply. The organization does not discriminate against any person on the basis of race, national origin, ancestry, public assistance, ethnic background, religion, marital status, economic class, age, disability, sex, creed, veteran status, sexual orientation, gender identity/expression, and any other legally protected characteristic. The Center complies with all applicable national, state, and local laws pertaining to nondiscrimination and equal opportunity.