

**AFP Triangle Chapter [www.afptriangle.org](http://www.afptriangle.org)**  
Position Available

Name of Organization: ***American Red Cross, Greater Carolinas Chapter***

Job Title: **Major Gifts Officer**

Department: Financial Development

Shift(s): 8am-5pm, M-F (periodic evenings & some weekends)  
Position is: Full-time

Job Description developed: Financial Development, February 2010  
Date Position Available: March 15, 2010

Immediate Supervisor Chief Advancement Officer

Number of people supervising: None

Number of individuals in the same job classification: None

General Job Description: Primary concentration on major and planned giving donors including the development of prospective donors; cultivation, solicitation, and stewardship of (prospective) donors; development, coordination, and execution of strategies to support chapter programs and services.

**Experience or Training Required:**

1. College degree and three years related experience in development work or equivalent in experience (e.g., 5 years of fundraising, sales and marketing experience)
2. General fundraising, sales and marketing, and event management experience
3. Excellent oral and written communication skills
4. Ability to research and organize information
5. Ability to prepare and make "ask" presentations
6. Ability to work in a team environment with diverse staff and volunteers
7. Ability to recruit, work with, and motivate volunteers
8. Experience in grant writing
9. Computer experience: MS Word, Excel, Outlook; database (The Raiser's Edge).
10. Willingness to work flexible hours

**License and Certifications Required:**

- Driver's license valid in North Carolina or South Carolina and a satisfactory record
- Certification in CPR/FA/AED training (can be completed after hiring)
- Defensive Driving training (can be completed after hiring)

**Salary Range:** Salary is commensurate with experience.

**Application Procedures and Instructions:** Please e-mail (or mail) cover letter, resume, references, and salary requirements to [humanresgcc@usa.redcross.org](mailto:humanresgcc@usa.redcross.org) by February 25, 2010.

American Red Cross, Greater Carolinas Chapter, 2425 Park Road, Charlotte, NC 28203, Attn: Human Resources. No phone calls or drop-by visits please.

*The Association of Fundraising Professionals-Charlotte Chapter (AFP/Charlotte) provides the Executive Referral Service as a service to the community. It is not intended to be an endorsement or recommendation for any job candidates.*

## **JOB FUNCTIONS** (Note: These job functions relate to the job, not the individual.)

### **1. Major Gifts**

- Meeting Major Gift goals
- Writing major donor appeals and grants
- Working with assigned Board of Directors/volunteers and their donor prospects
- Organizing tours, receptions, and cultivation events for donors and prospects
- Administering donor stewardship and recognition activities

### **2. Database Management (The Raiser's Edge)**

- Administering and executing assigned donors' relationship management activities
- Researching major donor prospects

### **3. Donor Development and Prospects**

- Developing and presenting funding proposals
- Cultivating and managing assigned donors and prospects: corporate, individual, and foundation
- Developing new cultivation strategies for prospective donors and new partnering opportunities for current donors
- Conducting extensive research of major gift donors and prospects
- Calling (on) and stewarding donors

### **4. Other Fundraising**

- Executing assigned fund raising special events
- Assisting with grant research and writing
- Assisting with and supporting Chapter Planned Giving Program
- Helping Financial Development team meet overall fundraising goals
- Assisting with disaster fundraising in times of national and international disaster
- Participating in community activities to build Red Cross visibility and awareness

### **5. Volunteers**

- Leading and engaging volunteers in committee/work group opportunities
- Supervising and developing volunteers (selected)

### **6. Maintaining a high level of professionalism**

- Supporting Chapter philosophy and ensuring all work rules, policies, and procedures are adhered to
- Exhibiting willingness to perform whatever duties necessary in the Chapter's development and maintenance, even if not specifically stated in job description

- Developing effective working relationships and providing excellent internal and external customer service
- Establishing and adjusting daily schedule to maintain efficient workflow

**Marginal Job Functions (not fundamental job duties):**

- Participating in disaster preparedness and response training or other trainings offered by American Red Cross.

**Physical Activities**

1. Average hours per week: 40 (periodic evenings and weekends)
2. Shift: First
3. List the type of equipment or tools used for this position, and indicate frequency of use:

<u>Tool/Equipment</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Continuously</u>
Computer		X	
Calculator	X		
Telephone		X	

4. Percentage of time during the normal workday the employee is required to:

Sit <u>50</u> %	Twist _____% (____degrees)
Stand <u>10</u> %	Crawl _____%
Walk <u>15</u> %	Kneel _____%
Lift <u>4</u> %	Drive <u>15</u> %
Squat <u>3</u> %	Climb _____%
Bend <u>3</u> % (____degrees)	Reach above shoulders _____%

5. Maximum consecutive time during the normal workday for each activity:

Sit <u>120</u> min.	Twist _____min. (____degrees)
Stand <u>20</u> min.	Crawl _____min.
Walk <u>20</u> min.	Kneel <u>2</u> min.
Lift <u>5</u> min.	Drive _____min.
Squat <u>10</u> min.	Climb _____min.
Bend <u>5</u> min. (____degrees)	Reach above shoulders <u>2</u> %

6. The weight required to be lifted each normal workday.

(Occasionally 1-33%; Frequently 34-66%; Continuously 67-100%)

	Not Required	Occasionally	Frequently	Continuously
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•Up to 10 lbs.		X		
•Up to 20 lbs.		X		
•Up to 35 lbs.		X		
•Up to 50 lbs.	X			
•Up to 75 lbs.	X			
•Up to 100 lbs.	X			
•Over 100 lbs.	X			

Describe and explain the lifting and carrying requirements. Examples: the distance material is carried; how high material is lifted, etc.

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7. Repetitive use of hands:

  X   Simple grasping; normal weight  10lbs; frequency occasionally  
  X   Pushing and pulling; normal weight  20lbs; frequency occasionally  
  X   Fine manipulation; describe: \_\_\_\_\_

8. Repetitive use of foot or feet in operating machine controls:

  X   Not required  
\_\_\_\_ Required; describe frequency and pressure required:  
\_\_\_\_\_

9. Sensory requirements (speech, vision, smell, touch, hearing):

Since communication is major part of job, good speech and hearing are essential.

10. Environmental factors of each normal workday:

•Time spent: inside  6  hours                      offsite / client calls  2  hours  
•Temperature:   X   normal range      \_\_\_\_\_ extreme cold      \_\_\_\_\_ extreme hot  
•Humidity:      \_\_\_\_\_ normal range      \_\_\_\_\_ humid      \_\_\_\_\_ dry  
•Atmosphere: \_\_\_\_\_ fumes      \_\_\_\_\_ odors      \_\_\_\_\_ dust  
                         \_\_\_\_\_ gas                      \_\_\_\_\_ poor ventilation

Describe: Meeting clients and donors offsite. \_\_\_\_\_  
\_\_\_\_\_

•Special Hazards:      \_\_\_\_\_ mechanical      \_\_\_\_\_ electrical      \_\_\_\_\_ chemical  
                         \_\_\_\_\_ explosive      \_\_\_\_\_ radiation      \_\_\_\_\_ other

Describe: \_\_\_\_\_

•Protective Clothing Required:\_\_\_\_\_

Attire: Professional business attire is required for both men and women.