

# Major and Corporate Gifts Officer

Scottsdale, AZ

## Description

***Come join the team at Frank Lloyd Wright's Taliesin West - a World Heritage site and one of the most frequently visited travel destinations in Arizona!***

Sharply focused on ensuring our local, regional, national, and international audiences feel welcome to explore, engage in, understand, and financially support the historic spaces of Frank Lloyd Wright's Taliesin and Taliesin West, the Frank Lloyd Wright Foundation inspires people to discover and embrace an architecture for better living through meaningful connection to nature, the arts and each other. In Wright's own words, our vision is "to make life more beautiful, the world a better one for living in, and to give reason, rhyme and meaning to life."

The Advancement department at the Frank Lloyd Wright Foundation is seeking an accomplished fundraising professional whose work furthers our mission and makes an impact by generating revenue used for public programming and preservation of our internationally treasured historic sites.

A key member of the Advancement Team, under the direction of the Director of Development, the Major & Corporate Gifts Officer (MCGO) works collaboratively to support a wide range of fundraising activities and programs supporting strategic goals and initiatives. Key responsibilities include expanding and managing major and corporate giving programs, as well as identifying, cultivating, soliciting and stewarding prospects capable of making annual gifts of more than \$2,500 with the goal of growing gifts to \$10,000 over time.

Whether hosting fundraising and donor events, representing and advocating for the Foundation in the community, counseling department staff on prospect strategy, or supporting the outreach efforts of the Chief Advancement Officer, President/CEO, or the Board of Trustees with targeted constituencies, the MCGO and other Advancement team members use their passion to tell the story of Frank Lloyd Wright and how philanthropic support continues his work and that of the Foundation to transform the world in which we live.

In addition to this specialized work, a career at the Frank Lloyd Wright Foundation fosters creativity, collaboration, and camaraderie with a strong team of experts working to further public engagement, marketing, finance, preservation, education, archival collections, and more. We also offer competitive compensation, an inclusive environment, and a comprehensive benefits package. And, for good measure, we'll throw in amazing views and incredible architecture to inspire you every day!

This position is full time with a starting salary of \$80,000+/year (commensurate with experience) and comprehensive benefits including a paid time-off package. The Foundation pays up to 85% of monthly health-care premiums and enrolls all regular full-time employees into our life insurance, short-term and long-term disability, and long-term care policies at no cost to employees.

## Essential Functions

- Participates in all aspects of the gift cycle and prospect management for major and corporate giving:
  - Works closely with Advancement colleagues to maximize supporter and prospect research and outreach.

- Proactively connects with and develops cultivation strategies for potential major gift and corporate supporters.
- Moves potential donors toward solicitation and closure.
- Stewards donors and conveys sensitivity to the needs of donors and prospects.
- Manages all prospect activities for his/her/their portfolio; expands the portfolio to approximately 125 active supporters.
- Using Blackbaud *Altru*, maintains and tracks accurate and updated donor information.
- Works collaboratively with various FLWF staff to identify opportunities and execute fundraising and donor events, such as receptions, tours, lunches, etc.
- Offers prospect strategy counsel to staff as required.
- Advocates for and represents FLWF in the community.

To be successful, the minimum qualifications include:

- Bachelor's Degree in a related discipline and 3 years successful experience in major gift fundraising or equivalent combination of education and experience; additional certifications (such as CFRE designation) or professional development a plus
- Demonstrated success developing and implementing cultivation and solicitation strategies for varying gift levels, including success building fundraising programs and meeting fundraising goals, preferably in the arts and culture sector.
- Broad knowledge of the principles of fundraising, and a background in annual and planned giving a plus.
- Sincere interest in FLWF's mission and ability to convey FLWF's mission and its value to a varied community of current and potential supporters
- Must be able to strategize, set and meet goals, be proactive, and have meticulous attention to detail in the completion of tasks.
- Excellent oral, written, and interpersonal skills.
- Strong organizational, problem solving, research, and planning skills.
- Team-oriented approach with a track record of collaborative relationships with co-workers and volunteers.
- Self-motivated, creative, and flexible.
- Experience with database and prospect management tools; experience with Blackbaud platforms (specifically Altru) is desirable.
- Working knowledge of Microsoft Office suite including Word, Excel, PowerPoint, SharePoint, and Outlook
- Maintains high standards of ethics, professionalism, and confidentiality with respect to all donors and prospect information.
- Ability and willingness to travel up to 50% within and outside Arizona.

To view full description and to apply, qualified applicants are encouraged to submit an application, resume and cover letter via the following link:

<https://recruiting.paylocity.com/recruiting/jobs/Details/1471357/Frank-Lloyd-Wright-Foundation/Major-and-Corporate-Gifts-Officer>