

# 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."

### **Position Summary:**

The Major & Corporate Gifts Officer (MCGO), reporting to the Director of Development, will develop and implement strategies to enhance the vision and mission of the Frank Lloyd Wright Foundation through financial support. This is a unique opportunity for an accomplished fundraising professional to transform budding major and corporate giving programs into robust, sustainable programs. Key responsibilities include expanding and managing major and corporate giving programs, as well as identification, cultivation, solicitation, and stewardship of prospects capable of making annual gifts of \$2,500 - 5,000 and more, with increased emphasis on gifts of \$5,000 - 10,000 over time.

The MCGO works collaboratively with members of the Frank Lloyd Wright Foundation Advancement team to support a wide range of fund-raising activities and programs as well as furthering strategic goals and initiatives of the organization. In addition to interacting with the Advancement staff, the MCGO works with a broad array of Foundation colleagues including leadership in Administration, Finance, Public Engagement, Marketing and Communications, and Preservation, and when appropriate, builds relationships with volunteers and members of the Board of Trustees. The MCGO will possess a sincere passion for the value of FLWF's mission.

### **Essential Functions:**

- Major & Corporate Gifts Officer will participate in all aspects of the gift cycle and prospect management for major and corporate giving;
- Works closely with Prospect & Data Manager, Senior Membership Manager, and Advancement Communication Specialist to maximize supporter and prospect research and outreach
- Proactively connects with potential major gift and corporate supporters; develops appropriate cultivation strategies.
- Moves potential donors in an appropriate and timely fashion toward solicitation and closure.
- Drafts and presents customized gift proposal strategies.

- Conducts solicitation conversations and meetings, including in collaboration with additional staff and Executive Team, when appropriate.
- Stewards donors and conveys sensitivity to the needs of donors and prospects.
- Manages all prospect activities for his/her/their portfolio; expands the portfolio (currently 30-50 active donors) to approximately 125 active supporters
- Using Blackbaud Altru, maintains and tracks accurate and updated donor information including all contacts, and follows standard procedures for data entry and management.
- Focuses on securing support for a set of organization-wide priorities that include unrestricted annual support, special projects, capital improvements, and endowment.
- Works collaboratively with and in support of Advancement Team members and other FLWF employees as needed to cultivate and solicit donors for organizational priorities.
- 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
- Advocate for and represent FLWF in the community
- Other duties as assigned.

## Requirements

### **Minimum Qualifications:**

- Bachelor's Degree in a related discipline and 5 years successful experience in major gift fundraising or equivalent combination of education and experience; additional certifications 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; 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 supporters 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, 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.

## **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this job.

Physical demands: While performing the essential functions of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; occasionally climb stairs; balance; stoop, kneel, crouch or crawl; and consistently talk or hear; and rarely taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

- Work environment: While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.
- OSHA Risk Classification for COVID-19 Exposure: Lower Risk (Caution): This position has minimal occupational contact with the public and other co-workers and is therefore determined to fall within the Lower Risk category as defined by OSHA. To further minimize risk, employees are required to follow the Foundation's Safe and Healthy Workplace guidelines and related personal and facility infection control policies.
- Travel: Up to 50% within and outside Arizona.

The Frank Lloyd Wright Foundation is an Equal Opportunity Employer.

How to apply:

Qualified candidates are encouraged to submit an online application, including cover letter, resume and minimum salary requirements via our website at [www.franklloydwright.org/careers](http://www.franklloydwright.org/careers) or directly at:

<https://recruiting.paylocity.com/recruiting/jobs/Details/894811/Frank-Lloyd-Wright-Foundation/Major-and-Corporate-Gifts-Officer>