

THE INDIANAPOLIS PUBLIC LIBRARY FOUNDATION

MAJOR GIFTS OFFICER FULL-TIME, FLSA EXEMPT

The Indianapolis Public Library Foundation is a not-for-profit organization that raises private contributions to support The Indianapolis Public Library. The Major Gift Officer will drive the Foundation's work with individual donors and will work collaboratively with all staff members, especially in the areas of major gifts, planned gifts, annual support and stewardship. The Major Gift Officer reports to the Vice President. Work hours are Monday-Friday 8 a.m.-5 p.m., with occasional evenings and weekends.

Primary Duties and Responsibilities

- Manage a portfolio of approximately 150 prospects and donors, making at least 15 face-to-face visits per month. This includes:
 - Identifying and qualifying a group of individuals to establish, maintain and grow this portfolio.
 - Creating individual fundraising and/or engagement goals for each prospect or donor in his/her portfolio.
 - Developing an engagement plan for each prospect or donor and executing the engagement plan on a timely basis.
 - Soliciting donors and prospects using appropriate case information, including budgets.
 - Providing appropriate stewardship for donors with the assistance of the Stewardship Officer.
 - Creating monthly reports for management that accurately reflect caseload activity and performance.
- Support the Foundation's annual fundraising event through sponsorship solicitation and encouraging donors in portfolio to attend.
- Participate in staff meetings to develop strategies for identifying, qualifying, cultivating, soliciting, stewarding and recognizing donors.
- Maintain information to help determine annual revenue goals and fund-raising expenses.
- Attend Development Committee meetings and support board members in their fundraising efforts on behalf of the Foundation.
- Attend Planned Giving Advisory Committee events and support the committee's efforts.
- Other duties as assigned

Qualifications

- A Bachelor's degree with at least 5-7 years of major giving/individual giving experience and a proven track record of success
- The ability to secure gifts and meet fund raising goals; experience providing one-on-one support to volunteer fundraisers
- Forward-thinking and detail-oriented; experience with creating and implementing long-range plans with excellent time management skills
- Experience with donor database systems; experience with Raiser's Edge a plus
- Excellent written/oral communication skills
- Enthusiasm for the Library, coupled with a strong work ethic and drive to excel
- The ability to multi-task in a fast-paced environment, learn quickly and work collaboratively
- Professionalism, discretion and honesty in handling confidential information
- Positive representative of the Foundation to donors, the Library and the public
- Enthusiasm, energy and a sense of humor
- Transportation for work-related travel within the Indianapolis area
- Availability to work occasional evenings and weekends for events

This job description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.