



Big Brothers Big Sisters
of the Greater Twin Cities

Job Description
Position: Major and Planned Giving Officer

Organization Description

As the largest and oldest mentoring agency in the region, Big Brothers Big Sisters of the Greater Twin Cities (BBBS) has a strong foundation that makes it possible for us to get kids on the path to success. We work hard to build and sustain relationships with individuals in our community to mentor children and youth to become their true selves. We have been matching Twin Cities kids with mentors since 1920. We serve over 2,000 young people every year with a staff of 60. Big Brothers Big Sisters is poised to grow over the next five years, and will be embarking on a 100th anniversary campaign to increase major and planned gifts.

BBBS's mission is to provide children facing adversity with strong and enduring, professionally-supported relationships that change their lives for the better, forever. BBBS accomplishes its mission by:

- Providing deep and intentional partnerships with our youth
- Building and sustaining deep relationships with our mentors
- Building a strong organizational foundation
- Creating a workplace culture that represents who we serve
- Transforming our community to understand the importance of our youth

BBBS's vision is that all children achieve success in life.

Position Title: Major and Planned Giving Officer	Salary Range: \$72,000-\$78,000
Supervisor: Vice President of Advancement	Department: Advancement
Job Type: Full-time, Exempt	Location: Twin Cities, MN
Hours/Days: Monday-Friday, 40+ hours a week – occasional evenings and weekends when necessary	Closing Date: Open until filled

Primary Function of the Position The primary purpose of this position is to identify, cultivate, solicit, and steward leadership gift prospects. The incumbent will work closely with the Vice President of Advancement and the development staff in the development of major and planned gifts strategies.

Essential Job Functions:

- 1. Develop and implement major gifts strategy, in collaboration with board and staff**
 - Develop an understanding of BBBS' programs, initiatives, and needs
 - Create innovative, effective major gift proposals
 - Work with board members and staff to identify major gift prospects
 - Train and manage major gift volunteer team
 - Research trends and data to create viable major gift strategies
 - Work with prospect researcher to qualify potential donors and create thorough prospect profiles
 - Work in collaboration with Program, Leadership, and other Development team members
- 2. Articulate BBBS mission and case for charitable support to potential funders, matching donor goals and interests to agency needs**



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- Annually increase the number of individual donors giving at the leadership level, building a pipeline from current and past donors and volunteers as well as new prospects
- Manage a portfolio of 100+ prospects and donors annually
- Develop and implement individualized strategies for each prospect/donor in portfolio to increase overall giving levels
- Secure leadership gifts, special project support, and planned gifts in accordance with the organizational strategic plan and annual goals
- Make personal calls on prospects to cultivate, solicit and steward major and planned gift donors
- Develop and maintain meaningful relationships that engage major donors and prospects with the Big Brothers Big Sisters mission

3. Support the organization's comprehensive fund development efforts

- Provide prompt, friendly customer service to all donors and stakeholders
- Document call notes promptly and share information with colleagues
- Work with other staff to develop fundraising strategies for new projects
- Monitor critical success measures in major and planned giving and develop strategies to ensure healthy growth
- Assist with special events and other functions as needed

Other Job Duties:

Contribute to the overall success of the organization by working together to achieve the mission. Develop and maintain sensitivity to employee diversity, and demonstrate cultural competence in the workplace and the services provided by the agency. Demonstrate respectful treatment of other employees, program participants and all stakeholders. Build community support for the organization by helping to recruit volunteers.

Equipment Used:

Computer, telephone, electronic mail, photocopier and office equipment as needed.

Education and Experience:

Minimum Education and Experience

Bachelor's degree required, with seven years of experience in individual giving in a professional fundraising environment preferred. Knowledge of the Twin Cities philanthropic community and nonprofit sector. CFRE preferred.

Knowledge, Skills, and Abilities

- Experience building a portfolio, making asks, and closing major and planned gifts
- Demonstrated success in growing major and planned giving
- Knowledge of ethical, legal, and tax implications involved in estate giving
- Understanding of and commitment to professional fundraising ethical standards



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- Excellent written and oral communication skills; ability to communicate effectively in varied settings with diverse audiences
- Excellent interpersonal skills
- Strategic thinking, planning, and timely execution
- Ability to work and thrive in a team environment as a leader, participant, and facilitator; provide counsel and strategies to colleagues
- Flexibility and enthusiasm to refine and enhance current systems and operations
- Well-organized and able to meet goals and deadlines in a fast-paced environment
- Database expertise, prefer Raiser's Edge
- Working knowledge of Word and Excel

The above statements are not intended to encompass all functions and qualifications of the position. Rather, they are intended to provide a general framework of the requirements of the position. Employees may be required to perform other functions not specifically addressed in this job description.

To Apply:

If interested, submit a resume and brief cover letter to careers@bigstwincities.org with subject line: MPG

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