

## Duet | Major Gifts Officer

### Position Description

<b>Last Updated:</b>	May 1, 2019
<b>Title:</b>	Major Gifts Officer
<b>Supervisor:</b>	Sr. Director of Communications & Development
<b>Position Description &amp; Scope of Work:</b>	The Major Gifts Officer is a full-time, 32-hour-per week position that plans and executes strategic sustainable funding goals, with an emphasis on individual donors, to advance Duet’s mission. This position is responsible for the overall identification, solicitation, cultivation, and stewardship of Duet’s portfolio of prospective and current Legacy Circle and multiple year giving society members known as the Vision Society. As with all Duet staff, this position strives at every opportunity to promote organizational goals and values.
<b>Key Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. Develop, execute, and implement cultivation and solicitation strategies for major gifts portfolio.</li> <li>2. Manage a portfolio of individual prospects and multiple year giving society donors capable of gifts of \$1,000 and above for a five-year commitment.</li> <li>3. Meet Benevon sustainable funding model benchmarks for a number of newly added multiple giving society members added each year.</li> <li>4. Plan and execute free feel-good cultivation and recognition events at which 50% of multiple year giving society donors attend at least one.</li> <li>5. Secure challenge gifts for Duet’s two annual fundraisers as well as Arizona Gives Day.</li> <li>6. Identify, research, cultivate, solicit, and steward estate and planned gifts to Duet to grow Legacy Circle.</li> <li>7. Track all cultivation, solicitation, and stewardship activities in Raiser’s Edge database and regularly report activities and results against targets to achieve performance metrics.</li> <li>8. Work collaboratively with the Executive Director, Sr. Director of Communications and Development, and Community Engagement Manager to maximize the giving potential of donors.</li> <li>9. Actively participate on the board Capacity Building Team.</li> <li>10. Promote a culture of philanthropy throughout Duet.</li> <li>11. Help carry out Duet events such as conferences, fundraisers, and service activities when assistance is requested.</li> <li>12. Carry out additional duties/initiatives as assigned.</li> </ol>
<b>Highest Priority Personal Attributes</b>	<ul style="list-style-type: none"> <li>▪ Self-motivated, outgoing, and the ability to relate well with diverse populations and age groups.</li> <li>▪ Strong interpersonal, written and verbal communication skills.</li> <li>▪ Flexible, reliable and trustworthy.</li> <li>▪ Commitment to Duet’s mission and sensitivity to diverse faith backgrounds.</li> </ul>

<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>▪ Bachelor’s degree in related field.</li> <li>▪ Minimum of 5 years of experience in development with an emphasis on major gifts preferred.</li> <li>▪ Demonstrated success in prospect identification and stewardship.</li> <li>▪ Experience with Raiser’s Edge or similar industry-based prospect management tools.</li> <li>▪ Some evenings and weekend hours.</li> <li>▪ Valid driver’s license and ability to travel within Maricopa County.</li> </ul>
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>▪ Flexible work environment</li> <li>▪ Health and life insurance</li> <li>▪ Retirement plan contributions</li> <li>▪ Vacation, sick, personal time, and holiday time off</li> <li>▪ Mileage reimbursement</li> </ul>
<b>About Duet:</b>	<p>Duet’s mission is to <i>promote health and well-being through vitally needed services to homebound adults, caregivers, faith communities, and grandfamilies.</i></p> <p>Our vision is a community where every person ages with compassion, dignity, and hope.</p>
<b>Work Environment:</b>	<p>The Duet offices are a warm, welcoming environment. Duet staff, board, and volunteers are passionate about Duet's mission and improving the lives of older adults.</p>
<b>Work Location:</b>	<p>10000 North 31<sup>st</sup> Avenue, Suite D200 Phoenix, AZ 85051</p>
<b>To Apply:</b>	<p>Please email resume, cover letter, and salary requirements to <a href="mailto:barnes@duetaz.org">barnes@duetaz.org</a>.</p>