

**Province of Our Lady of Consolation, Inc**

**Mission Advancement  
103 St. Francis Blvd  
Mount St. Francis, IN 47146  
[www.franciscansusa.org](http://www.franciscansusa.org)**

**Position Description**

Position Title: Major Gift Officer  
Job Status: Full Time, Exempt  
Reports to: Director of Major Gifts and Planned Giving

**General Summary:**

As a Major Gift Officer of the Province of Our Lady of Consolation, you will participate in all activities related to the cultivation, solicitation, and stewardship of current and prospective major gift donors. An ability to empathize with donors and clearly communicate the Franciscan Friar's mission is key. You will manage your portfolio of donors working with the Director of Major Gifts/Planned Giving on an action plan to meet your goals. You will have some light physical demands (i.e. spending hours listening and talking; working on the computer and phone; flying, driving to appointments and events; and occasionally working long days, nights or weekends). You will have flexible hours and a team of compassionate coworkers. You must be able to develop an understanding of the strong tradition of service by the Conventual Franciscan Friars and acquire an appreciation for Franciscan spirituality.

**Principle Duties and Responsibilities:**

- Help donors accomplish their philanthropic goals through their relationship with the Province
- Secure major gifts of \$1,000 and above to meet goal of \$300,000 annually in cash and pledges
- Track and cultivate donors and prospects using our donor database and other resources
- Manage your portfolio of 200 donors
- Work with the Mission Advancement Team to align efforts and set goals
- Create and implement "moves management" plans
- Make direct, face-to-face and at-a-distance solicitations, and assist board and friars with solicitation
- Regularly thank, cultivate and steward all donors in your portfolio
- Actively seek out opportunities to be involved in the community

**Requirements**

**Education:** A minimum of a Bachelor's Degree

**Experience:** 2-5 years of successful experience in Major Gift fundraising. Capital Campaign experience preferred.

**Knowledge, Skills and Abilities:**

Eloquent verbal and excellent written skills, empathic listener and persuasive speaker  
Fluent in Microsoft Office and Experienced working with a donor or sales database  
Strong problem-solving skills, the ability to take initiative, and work on multiple tasks

**Work Environment:**

This position will require travel as well as some evenings and weekends  
Hybrid mix of work from home and in our shared office space  
You must have the ability to work with highly confidential and sensitive information  
Dress Code: Business Casual

**Please email questions to:** Shaunna Graf [s.graf@franciscansusa.org](mailto:s.graf@franciscansusa.org)

**To apply, please email your resume and 3 references to:** Becki Romans [b.romans@franciscansusa.org](mailto:b.romans@franciscansusa.org)