

**POSITION TITLE:** Regional Major Gifts Officer, Coast and Central Valley

**DEPARTMENT:** Development

**SUPERVISION RECEIVED:** Vice President of Major Gifts

**SUPERVISION EXERCISED:** None

**FLSA STATUS:** Exempt/Salaried

**PROTECTED HEALTH INFORMATION (PHI) ACCESS REQUIREMENT:**  
No access to PHI is required by this position.

**NEXTGEN ACCESS LEVEL:** None

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**POSITION SUMMARY:** Responsible for the overall implementation and management of the major gift program in the designated region.

**DESCRIPTION OF DUTIES:**

**ESSENTIAL DUTIES**

- Serves as a member of the development team and plays a central role in developing, overseeing, and managing major gift strategies and programs for the c3 and c4 organizations in their designated region. All regional fundraising efforts should fit within the overall PPMM development strategies.
- Serves as a leader for advancing PPMM’s major gifts program to successfully identify, cultivate, solicit, and steward major gift (\$1,000 to \$100,000+) prospects and donors.
- Develops and meets measurable goals for a major gift program in alignment with the goals of the development department and the best practices of Moves Management.
- Plans and implements donor activities, meetings, and events with support from the Events Coordinator and Chief Development Officer.
- Represents PPMM with influential public audiences in the region as a senior fundraiser.
- Assures departmental adherence to affiliate policies, procedures and practices.

**NON-ESSENTIAL DUTIES**

- Works with/supervises volunteers/interns as applicable.
- Performs other duties as assigned.

**QUALIFICATIONS**

- BA/BS degree.

- Minimum of five years fundraising experience including successful programs in individual gifts, major gifts, direct mail and grant writing, or equivalent similar experience.
- Excellent written and public speaking skills.
- Proven ability to recruit, train and manage fund-raising volunteers.

**REQUIREMENTS**

- Knowledge of professional practices and theories of fundraising.
- Ability to prepare budgets, plans and reports.
- Ability to work effectively as a leader and team member
- Excellent decision-making, priority-setting and organizational skills.
- Ability to work in high stress environment.
- Familiarity with fundraising software.
- High energy, flexibility, demonstrated creativity.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

<b><u>PHYSICAL ACTIVITIES</u></b>	<b>-----Amount of Time Spent-----</b>			
	<b>Rarely 0 – 12%</b>	<b>Occasionally 13 – 33%</b>	<b>Frequently 34 – 66%</b>	<b>Regularly 67% +</b>
Seeing: Must be able to see and read with or without corrective lenses.				<b>X</b>
Hearing: Must be able to hear adequately to communicate with people in person and via phone systems.				<b>X</b>
Sitting				<b>X</b>
Standing/Walking			<b>X</b>	
Climbing/Stooping/Kneeling/Bending	<b>X</b>			
Lifting/carrying up to 25 lbs	<b>X</b>			
Lifting/carrying over 25 lbs	<b>X</b>			
Pulling/Pushing/Reaching	<b>X</b>			
Grasping/Feeling/Finger Use of both hands: Must be able to write, type, use a keyboard and telephone system.				<b>X</b>

This job description is subject to change at any time. This is not a contract and duties may be added to meet business needs. By signing below the employee acknowledges that s/he has reviewed and received a copy of this job description and understands the functions of her/his position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

07/19

Print Name