

**MONTANA FOOD BANK NETWORK**

**Position Description**

**Major Gifts Specialist**

**Position Reports To:** Chief Development Officer

**Position Status:** Full-Time, Exempt

JOB SUMMARY:

The Montana Food Bank Network’s team is dedicated to building community awareness and creating an efficient food distribution network to eliminate hunger. Staff is committed to embodying the Food Bank’s values in all activities. Relationships are based on collaboration and respect. Resources are leveraged in a manner that is strategic and cost effective in order to achieve the Network’s mission and goals.

The Major Gifts Specialist is a highly energetic and positive professional with a track record of building donor relationships and closing gifts over $2,500 in a team environment under supervision of the Chief Development Officer. This individual will adhere to the highest ethical standards, demonstrate empathetic disposition and perseverance, and respect for neighbors in need who we serve.

## EDUCATION:

Bachelor’s degree from an accredited institution or in lieu of degree, demonstrate significant work experience as a substitute for the degree.

**QUALIFICATIONS:**

* 3-5 years minimum experience with a proven track record of major gifts
* Ability to coordinate multiple projects/events and adhere to deadlines in a high-energy, fast-paced environment.
* Excellent written, oral and interpersonal communication skills.
* Proficiency in Windows, Microsoft Word, Excel, Outlook, and donor database systems.
* Commitment to serving vulnerable populations
* Ability to relate effectively with other staff, volunteers, agency representatives and the general public.
* Must have a clear understanding of and ability to articulate the mission of the MFBN.
* Ability to complete work in an accurate, effective and timely manner.
* Possess a valid Montana Driver’s License

## DUTIES AND RESPONSIBILITIES:

* Develop donor relationships to build the major donor program with mid- to high-level donors.
* Manages a portfolio of 100-150 major gift donors, and major gift and planning giving prospects
* Work with CDO to develop effective, written strategies with clear timelines for cultivation, solicitation and stewardship for donors and prospects in support of MFBN’s annual fund, planning giving and capital campaign.
* Work with Donor Relations & Database Coordinator to screen and prepare profiles of current and prospective donors.
* Keeps complete and accurate records of donor interaction, commitments and gifts secured in donor database
* Meets annual revenue goals and other metrics established for your portfolio as established by MFBN leadership
* Cultivates all new donors by sending Thank You notes; cultivate MFBN donors at the $250+ donor level with either a note or call.
* Work with MFBN senior management team to maximize awareness of and support for MFBN.
* Helps develop and launch a donor recognition program that includes donor-centered events.
* Works with the Chief Development Officer to provide regular and timely reports to senior management and the board of directors.
* Identify and cultivate planned giving prospects and develops strategies for gift planning opportunities.

*The Montana Food Bank Network is an equal opportunity employer. We celebrate diversity*

*and are committed to creating an inclusive environment for all employees.*

*Offer of employment is contingent on successful completion of a background check.*