

**Position Title:** Major Gifts Officer  
**Department:** Advancement  
**Reports to:** Vice President and Chief Advancement Officer  
**Category:** Exempt  
**Status:** Full-time salary  
**Location:** Taliesin West, Scottsdale, AZ; travel required.  
**Remote Compatible:** Yes  
**OSHA Risk Classification for COVID-19 Exposure:** Lower Risk (caution)  
**Reviewed/Approved:** January 2021

**Position Summary:**

Sharply focused on ensuring our local, regional, national, and international audiences feel welcome to explore, engage in, understand and financially support the historic spaces of Frank Lloyd Wright’s Taliesin and Taliesin West, the Frank Lloyd Wright Foundation inspires people to discover and embrace an architecture for better living through meaningful connection to nature, the arts and each other. In Wright’s own words, our vision “to make life more beautiful, the world a better one for living in and to give reason, rhyme and meaning to life.”

The Major Gifts Officer (MGO), reporting to the Vice President and Chief Advancement Officer, will develop and implement strategies to enhance the vision and mission of the Frank Lloyd Wright Foundation through dynamic financial support. The MGO will secure financial support from a portfolio of donor prospects identified with the capacity and inclination to make major gifts in support of the Frank Lloyd Wright Foundation. The MGO will have a dynamic and diverse portfolio of 100 - 125 individuals. Key responsibilities include identification, engagement, solicitation, and stewardship of prospects capable of making gifts of \$5,000-10,000 and more, with increased emphasis and activity on gifts of \$10,000 - \$50,000 annually. There is an additional opportunity to strengthen pipeline of existing donors from the Annual Fund and Membership into the Major Gift effort.

The MGO works collaboratively with members of the Frank Lloyd Wright Foundation Advancement team to support a wide range of fund-raising activities and programs as well as furthering strategic goals and initiatives of the organization. In addition to interacting with the Advancement staff, the MGO works with a broad array of Foundation colleagues including leadership in Administration, Finance, Public Engagement, Marketing and Communications, and Preservation, and when appropriate, builds relationships with high level donors and prospective donors, volunteers and members of the Board of Trustees.

**Essential Functions:**

- Major Gifts Officer will participate in all aspects of the gift cycle in the prospect management for his/her portfolio:
  - Initiates contact with potential major gift and leadership level donors; develop appropriate cultivation strategies.
  - Moves potential donors in an appropriate and timely fashion toward solicitation and closure.
    - Drafts and presents gift proposal strategies.
    - Conducts solicitation conversations and meetings, including collaboration with additional staff and Executive Team, where appropriate.

- Maintains stewardship contacts with donors; demonstrates empathetic disposition, and perseverance; reflects optimistic and positive attitude, and conveys sensitivity to the needs of donors and prospects.
- Manages all prospect activities for his/her portfolio of 100-125 individuals.
- Using Blackbaud *Altru*, documents all prospect contacts in a timely manner to ensure positive and purposeful prospect and donor relations as conducted by the Major Gift team as well as the Advancement department.
- Focuses on securing support for a set of organization-wide priorities that include unrestricted annual support, special projects, capital improvements, and endowment.
- Works collaboratively with and in support of Advancement Team members and other FLWF employees as needed to cultivate and solicit donors for organizational priorities.
- Offers prospect strategy counsel to staff as required, including being a resource for other philanthropy staff for such relational actions including identifying potential volunteer connections, as appropriate.
- Other duties as assigned.

**Minimum Qualifications:**

- Bachelor's Degree in a related discipline; Master's desired.
- 3+ years successful experience in major gift fundraising, preferably in the arts and culture sector, consistently meeting goals and performance objectives with demonstrable ability to plan and implement fundraising solicitations.
- Proven success in raising six-figure annual gifts.
- Broad knowledge of the principles of fundraising; a background in annual and planned giving a plus.
- Ability to understand the vision and mission of the organization in concert with the aspirations and interests of donors and supporters in order to develop relationships between them and the Frank Lloyd Wright Foundation.
- Interest in and dedication to promoting the Foundation's priorities through developing excellent relationships with staff, board members, volunteers, and the Advancement department.
- Successful experience developing cultivation and solicitation strategies for varying gift levels.
- A demonstrated record of completing assignments, including timely documentation of donor contacts in the development database.
- Excellent oral, written, and interpersonal skills.
- Strong problem solving, research, and analytical skills.
- Must be a highly energetic professional with a track record of building donor relationships.
- Passionate and committed to meeting with donors and securing gifts.
- Strong organizational and strategic planning skills.
- Team-oriented approach with a track record of collaborative relationships with co-workers and volunteers.
- Must be self-motivated, creative, and have great attention to detail.
- Must be comfortable and proficient with technology including Microsoft Office Suite, internet-based collaborative applications, social media, and donor software. Experience and knowledge of Blackbaud platforms, specifically *Altru*, desirable.
- Maintains confidentiality and accuracy with respect to all donors and prospect information.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions of this job.

- **Physical demands:** While performing the essential functions of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; occasionally climb stairs; balance; stoop, kneel, crouch or crawl; and consistently talk or hear; and rarely taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Work environment:** While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment is usually moderate.
- **OSHA Risk Classification for COVID-19 Exposure: Lower Risk (Caution):** This position has minimal occupational contact with the public and other co-workers and is therefore determined to fall within the Lower Risk category as defined by OSHA. To further minimize risk, employees are required to follow the Foundation's Safe and Healthy Workplace guidelines and related personal and facility infection control policies.
- **Travel:** Up to 50% within and outside Arizona.

**The Frank Lloyd Wright Foundation is an Equal Opportunity Employer.**

**Please apply with application, cover letter and resume via our website at [www.franklloydwright.org/careers](http://www.franklloydwright.org/careers).**