

## **Major and Planned Gifts Manager**

Reporting to the chief progress officer (CPO), the major and planned giving manager develops strategies, tactics and compelling communication that grows major giving and planned giving support. This position is responsible for managing a portfolio of prospects and donors and the research, cultivation, and solicitation of major and planned gifts for The Public's Radio.

The Public's Radio is a non-profit public service journalism institution, providing public media news and other programs to Rhode Island and Southeastern Massachusetts.

### **Primary Responsibilities:**

- Maintain a personal portfolio of 100-150 donors and prospects capable of making gifts of \$2500 and above, moving them through the donor cycle of contacts, proposals, closures and stewardship
- Serve as the primary relationship manager for this portfolio of prospects, developing and implementing a written donor strategy and relationship record of all interactions
- Communicate with portfolio through face to face cultivation, solicitation and stewardship meetings, and written strategies; ensure that each major donor and prospect has a clear strategy and timeline for cultivation, solicitation and stewardship
- Develop solicitation strategies for donors / prospects in support of the organization's annual fund, planned giving, and restricted campaigns; ensure strategies are compatible and maximize opportunities with other existing campaigns and appeals.
- Support the fundraising efforts of the CPO, CEO, and assistant general manager in securing new and renewed gifts
- Maintain major donor database and moves management system in Allegiance CRM
- Screen and prepare profiles of current and prospective donors
- Working with CPO, track and report on progress to goal, including gifts, and pledges.
- Solicit pledge drive challenge grants and matches
- Work with CPO and board committee members to strategize and help execute cultivation and fundraising events.
- Working with the CPO, develop a strategy for outreach to and stewardship of planned giving prospects and donors
- Develop all print and web-based supporting materials for planned giving program

### **General Duties**

- Work with CPO, CEO and assistant general manager to develop monthly, annual and long-term goals and plans for the major and planned giving program

- Attend and participate in weekly team meetings and other meetings as necessary
- Represent station at events as needed
- On-air fundraising as requested
- Other duties as assigned

**Knowledge, Skills and Abilities:**

- Highly organized self-starter with strong time management skills and excellent attention to detail
- Impeccable discretion and ability to maintain confidentiality in all donor matters
- Excellent interpersonal skills; must be comfortable interacting with constituents in person and on the phone.
- Ability to manage multiple projects at once and meet deadlines as required.
- Excellent communication skills, both written and verbal.
- Ability and willingness to work occasional evenings and weekends
- Strong judgement, sense of ethics, integrity and accountability.
- Flexibility and positivity; ability to adapt in a changing environment
- Passion for and knowledge of public media and its mission.
- Sense of humor and dedication to professionalism

**Additional Requirements:**

Bachelor's degree with five or more years non-profit fundraising experience or an equivalent combination of education and experience sufficient to successfully perform the primary responsibilities of the job

Proven success in managing high-level donor relationships with demonstrated success in closing gifts of \$10,000 and above

Knowledge and experience of planned giving vehicles

CRM and moves management experience

Availability for occasional evening and weekend hours

Qualified, interested candidates should send a cover letter, resume and three professional references to [careers@thepublicsradio.org](mailto:careers@thepublicsradio.org) with the subject line of Major and Planned Gifts Manager. The Public's Radio is an EEO provider and committed to fostering diversity in the workplace. No phone calls, please. Position open until filled. Full-time, salaried position.