



## Major Gift Officer Position Description

**Location:** Virtual

**Category:** Full-time

**Field:** Non-profit; mission-driven organization

**Reports to:** Vice President and Chief Development Officer

### Overall Charge

The Cholangiocarcinoma Foundation has an exciting new opportunity for a Major Gift Officer (MGO). The Major Gift Officer is responsible for the discovery, qualification, cultivation, solicitation, and stewardship of individuals capable of making a gift of \$10,000 or more. The MGO works closely with the Chief Development Officer and development team to create individual fundraising strategies for a portfolio of up to 150 donors and prospective donors.

The Cholangiocarcinoma Foundation is the leading global organization serving patients and families affected by bile duct cancer through collaboration, advocacy, research, and education. The organization is in a period of significant growth. This position offers a motivated development professional the opportunity to work with a ready portfolio of highly engaged prospects and the world's leading cholangiocarcinoma scientists, researchers, and clinicians in a highly collaborative, team-focused environment.

### Duties and Responsibilities

- Conduct research to identify and qualify major gift donor prospects.
- Serve as the relationship manager for a portfolio of prospects and donor relationships. Develop cultivation and solicitation plans which involve building relationships with prospects through personal interactions (virtual and in-person).
- Create individual cultivation plans and goals for each person on his/her portfolio based on the donor's history of giving and the organization's knowledge of that donor's potential
- Develop strategies designed to cultivate and solicit these donors with a strategic and systematic focus on closing five and six-figure commitments.
- Record and moves and actions in the donor database and provide reports and updates to leadership.
- Collaborate with the Board and other supporters to develop relationships with individuals, supporting the mission, and building a pipeline of donors for CCF.
- Coordinate efforts within the organization to assure effective donor stewardship with the goal of generating multi-year giving at various fundraising levels.
- Collaborate with program staff and leadership volunteers to build and demonstrate a compelling case for support for donors.

### Candidate Qualifications

- Minimum of a bachelor's degree combined with 3 + years of experience in development with a minimum of one year in major gift fundraising.
- A Healthcare fundraising background is preferred.
- Self-starter with an entrepreneurial spirit and proven ability to establish and maintain relationships with major gift prospects.

- Passion for raising funds for healthcare and research.
- Ability to work with high-level clinicians and medical researchers.
- Proven achievements with major gifts closure, donor relations, and stewardship.
- A collaborator who is comfortable assisting others in taking the lead or can take the lead when necessary.
- Ability to set priorities and execute plans effectively.
- Compelling and engaging interpersonal, written, and verbal communication skills.
- Flexibility in dealing with a wide variety of people combined with processing complex information and accurately sharing it with colleagues and laypeople.
- Creative, problem-solver who can work independently and be self-motivated.
- Travel within the United States required.

**Compensation:**

Salary Range: \$65,000 - \$75,000

Benefits: Health, Life, Disability Insurance, PTO, and 401(k)

**Location:**

The Foundation is operated as a virtual organization. Therefore, residency in Salt Lake City, UT, is not a condition of employment. The selected candidate will be required to travel to Utah for meetings and throughout the U.S. as part of his or her role as a major gift fundraiser.

**To apply, send resume, cover letter, and salary requirements to [HR@cholangiocarcinoma.org](mailto:HR@cholangiocarcinoma.org)**

**All qualified candidates will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, veteran status, or any other characteristic protected by law.**