



**POSITION TITLE:** Major Gifts Officer - Regions 7 & 8  
**DEPARTMENT:** Development  
**LOCATION:** Southeast Wisconsin (Brookfield, WI home office)  
**REPORTING TO:** Vice President of Development  
**FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT):** Exempt  
**CLASSIFICATION:** Full-Time  
**LAST UPDATED:** December 2023

### **POSITION SUMMARY**

The **Major Gifts Officer** is part of a dedicated team of professionals who work together to support Special Olympics Wisconsin's (SOWI) vision and mission to open hearts and minds towards people with intellectual disabilities and create inclusive communities across Wisconsin. We achieve this by providing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in a sharing of gifts, skills, and friendships with their families, other athletes and the community.

The **Major Gifts Officer** manages fundraising initiatives in the Greater Milwaukee and Southeastern Wisconsin area by securing corporate partnerships, event sponsorships, grants, and cultivating individual relationships, resulting in annual giving and major gifts. This person is responsible for increasing revenue, and brand awareness, fostering strong community relations, donor loyalty, and acquiring new supporters. The Major Gifts Officer will work closely with SOWI's diverse internal and external audiences, including the board, staff members, individuals with intellectual disabilities, volunteers, and partners.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manage the SOWI fundraising budget for assigned regions.
- Develop and maintain relationships with major donors, ensuring a personalized and meaningful engagement.
- Create and implement strategies to cultivate, solicit, and steward major gifts from individuals, corporations, and foundations.
- Provide excellent stewardship to major donors, keeping them informed about the impact of their support and ensuring a positive donor experience.
- Conduct research to identify and qualify potential major donors.
- Collaborate with the development team to analyze and prioritize prospects based on capacity, interest, and alignment with organizational priorities.
- Work closely with program staff to develop compelling proposals and grant applications for major gift opportunities.
- Customize proposals to align with the interests and priorities of individual donors.
- Collaborate with the Director of Development and other team members to ensure a coordinated and strategic approach to fundraising.
- Work closely with other departments to gather programmatic information and impact stories for donor communication.
- Collaborate with the Vice President of Development and other team members to ensure a coordinated and strategic approach to fundraising.
- Work closely with other departments to gather programmatic information and impact stories for donor communication.
- Other duties as assigned.

***This job description describes the general nature and scope of responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.***

### **EDUCATION AND/OR EXPERIENCE**

- Demonstrated success and a minimum of 5 years of experience in fundraising or sales with corporate partnerships, event sponsorships, foundations, and individual donors, especially major gifts.
- Experience managing budgets.
- Experience working with Raiser's Edge preferred.



- Knowledge of area businesses and foundations, preferred

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to travel as needed throughout region with occasional state-wide travel.
- Ability to work evenings and weekends, as needed.
- Excellent written and verbal communication skills, effectiveness speaking with people in-person and on the phone.
- Exceptional customer service skills.
- Critical thinking skills and the emotional intelligence to problem solve and work with varying audiences.
- Understand and address complex challenges with sound judgement, high integrity and professional demeanor.
- Position requires being a self-starter and work independently. Exceptional organization, planning and workload prioritization skills, accuracy, attention to detail, ability to multi-task, team oriented with the ability to work independently, problem solver.
- Proficient knowledge in Microsoft programs such as Outlook, Word, Excel, and the ability to master various software applications.
- Confidentiality of the information with which the individual has contact must be maintained.
- Demonstrated commitment to valuing diversity & equity and contributing to an inclusive culture.

### **WORK ENVIRONMENT AND JOB SPECIFICATIONS**

**The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.**

- Hybrid work environment – office/remote work environment.
- Frequently move around and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for extended periods of time.
- Lift and/or move up to ten pounds and occasionally lift and/or move up to 20lbs.
- Travel frequently within Milwaukee, Kenosha, Janesville, and other surrounding area businesses for events, meetings, etc.

***Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.***