



## **MAJOR GIFTS OFFICER POSITION DESCRIPTION**

### **ORGANIZATION**

Maryknoll Lay Missioners (MKLM) is a Catholic organization inspired by the mission of Jesus to live and work with poor communities in Africa, Asia and the Americas, responding to basic needs and helping to create a more just and compassionate world.

### **DEPARTMENT**

Our dynamic, fast-paced Mission Advancement (Development) Department is responsible for raising funds to meet the local and global financial needs of our organization in order to carry out the MKLM mission effectively and efficiently.

### **POSITION SUMMARY**

Under the direction of the Director of Mission Advancement, the Major Gifts Officer is responsible for identifying, developing, managing, and growing strategic relationships with existing and potential major donors. This includes prospect research, cultivation, stewardship and solicitation plans for individuals, foundations, and businesses with the goal of securing funding for MKLM. S/he engages donors directly through personalized communications and outreach that deepens their relationship with MKLM. S/he works in close collaboration with the Executive Director and department directors.

### **PRIMARY RESPONSIBILITIES**

#### **A. Major Donor Relationship Management (85%)**

- Creates and implements cultivation and solicitation plans for major donors on a case-by-case basis using multiple touch points, including personal meetings, email, text, telephone, targeted mailings, invitations to MKLM functions and other cultivation activities.
- Manages existing major and mid-level donors, initiates new relationships, and re-engages lapsed major donors. Responsibilities include building appropriate strategies and creating the tools needed to initiate, cultivate and maintain these relationships.
- Manages and maintains a pipeline of major and mid-level prospects using the moves management process of identification, cultivation and solicitation.
- Conducts follow-up from donor meetings on a timely basis ensuring that information is entered into the database and donor debrief record, and discussed with Director of Mission Advancement. Also ensures that any donor requests from the meeting are followed up within one week of the meeting.
- Informs current and potential contributors about MKLM mission, programs and needs; solicits individuals to contribute via donations and/or planned giving and to make multi-year commitments.
- Identifies donors who could be helpful in making introductions to new prospects for funding and/or in other areas that could assist MKLM. As needed, makes introductory calls and organizes/implements meetings.
- Conducts prospect research to identify sources of major funding from foundations, corporations and other institutions providing grants in support of the MKLM mission.

- Contributes to the development of the major gifts strategic and annual plan, which is designed to meet priority funding needs and to communicate effectively about MKLM activities, goals and efforts.
- Assists the Board, senior leadership and other staff with identifying and soliciting major and mid-level gift prospects, providing support, counsel, and if necessary, accompany them on presentations and solicitations.
- Under the direction of the Director of Mission Advancement and in coordination with the Executive Director, works with other departments including Finance, Communications, and Mission Services, when appropriate, to obtain materials and information needed for the accurate communication of information to current and potential donors.
- Initiates and participates in donor meetings and, as appropriate, includes the Executive Director, Director of Mission Advancement, Board of Directors, and/or other key staff.
- In conjunction with Director of Mission Advancement, determines annual projections of all major and mid-level donors.
- Schedules and coordinates selected major donor events including receptions, house events/gatherings, in-house presentations, international travel (i.e. Friends Across Borders) and conducts appropriate follow-up (donor requests, information collected, next steps, etc.). Works closely with senior staff to develop appropriate content for major donor events- and to identify and schedule MKLM representatives, as needed.
- Develops presentation materials for donor meetings, and other presentations, as requested.
- Responsible for staying abreast of overall knowledge of the organization, including MKLM current events, MKLM and Maryknoll publications, attending office presentations/meetings, in order to understand and explain MKLM programs and financial information.
- Ensures that information received from and regarding current and prospective major and mid-level donors is kept current and accurate in database.

#### **B. Department Administration (15%)**

- Contributes to preparing annual development activity and financial goals; preparing and submitting quarterly and year-end reports, including key performance indicators and fundraising metrics; and other reports, as requested.
- Database: records and maintains up-to-date donor information and other data for major and mid-level donors (including individuals, businesses, foundations, etc.).
- Attends regularly scheduled staff meetings, and presentations.

#### **ETHICAL AND FISCAL RESPONSIBILITIES**

- Makes every effort to ensure that the privacy of donors and financial data is respected.
- Responsible for staying abreast of donor-relations and fundraising ethics, regulations, development trends, and standards.

#### **WORKING CONDITIONS, TRAVEL AND ENVIRONMENT**

- The duties of the job require regular attendance 5 days/week for a minimum of 35 hours. Must be available to work evenings and on weekends, as required.
- Must be able to travel as required for standard domestic and international travel (i.e. donor meetings; off-site events; conferences). May be asked to travel to MKLM mission locations.

## **QUALIFICATIONS AND SKILLS**

- Minimum 3 – 5 years major gift fundraising experience. Experience in all aspects of donor cultivation (i.e. prospect research, writing, follow-up, and stewardship)
- Proven success with securing major 5 to 7 digit gifts
- Bachelor's degree required
- Excellent interpersonal, presentation, relationship building and negotiation skills; excellent oral and written communication skills
- Ability to lead and motivate others
- Understanding of the needs and interests of major donors in order to strengthen the relationship between donor and MKLM
- Knowledge and interest in international affairs and humanitarian issues
- Ability to analyze and synthesize complex and sensitive material, and to present appropriate, well-informed messages to donors
- Ability to write a range of correspondence from formal business letters to donor-focused thank you notes
- Ability to handle a large volume of work under pressure and with deadlines
- Excellent time management and organizational skills
- Keen attention to detail with ability to track multiple projects at one time
- Ability to work with a minimum of supervision
- Excellent judgment and diplomacy
- Facility with spreadsheets, budgets, analytics and forecasting
- Strong computer literacy including proficiency in Microsoft Office Suite and extensive experience working with fundraising databases
- Familiarity with and commitment to the work of Maryknoll Lay Missioners
- Familiarity with the teachings of the Catholic Church and social justice concerns
- Valid driver's license and ability to travel locally and nationally weekdays and occasional weekends; travel required for visiting major donors, making presentations, and joining in other promotional activities

**Compensation:** Salary will be commensurate with experience and proven track record.

**Application Deadline:** January 22, 2019

**Interested and qualified parties, please email:**

Barb Banovich-Mroz  
Director, Human Resources  
[ma-info@mklm.org](mailto:ma-info@mklm.org)

*For additional information, see the backgrounder that follows and visit us at our web site, [www.mklm.org](http://www.mklm.org). Applicants are encouraged to review our [Newsroom](#) and [Videos](#).*



Maryknoll Lay Missioners is an independent, nonprofit, U.S.-based Catholic organization serving in overseas mission and dedicated to providing skills and resources that transform the lives of those in need. Each year, Maryknoll Lay Missioners recruits compassionate Catholics from the US to dedicate three and a half years to help alleviate poverty in Asia, Africa and the Americas. Its innovative approach of directly funding trained, long-term missionaries leads to better outcomes and sustainable change for individuals, families and children through the missionaries' connection with the local community and personal management of the delivery of the programs. Missioners, who often commit to multiple cycles, emerge as lifelong agents for social change, whose work for justice is rooted in and nourished by Catholic values.

Maryknoll Lay Missioners was created in 1975 as a result of the vision and efforts of the Maryknoll Fathers & Brothers and the Maryknoll Sisters and has thus far placed more than 700 missionaries in mission around the world. After a period of reflection, evaluation and planning, Maryknoll Lay Missioners leadership and staff set an important 2022 goal to increase the number of lay missionaries who are recruited, trained and placed with communities-in-need. In order to meet this goal, the organization must increase its reach and resources.

**Meet One of our Missioners:**

“From Asia to Africa to South America”

By John O’Donoghue, Maryknoll Lay Missioner/Bolivia

I first heard stories of mission and faraway places from Irish missionaries when I was about ten years old and a primary school student in Ireland. I think my mission journey began back then, when this seed of mission was planted. I didn’t know it at the time.



When I was 29, I summoned up the courage to join the Peace Corps and was sent to Lesotho, in southern Africa. In Lesotho, I began to learn about the impoverished and marginalized people of the world and their daily struggle to exist. Later in life, I wrote to Mother Teresa of Calcutta expressing my interest in visiting ministries of the Missionaries of Charity in India. In Calcutta, I learned a great deal more about destitute people working in Khaligat, one of the homes for dying people in Calcutta.

I joined Maryknoll Lay Missioners years later and my first assignment was in East Timor, a very beautiful but violent country. We made hand powered tricycles, wheelchairs and specialized shoes for disabled people. I’ll never forget the time we delivered two of these tricycles. When we arrived we were greeted by 200 villagers. They were so excited to see these tricycles and to welcome home their two returning disabled villagers.

After East Timor, I worked in Kenya for five years with income generation groups. These groups did their own savings and lending, and functioned like mini-banks, a microfinance variation. The profits from the projects provide the workers with enough money to pay annual school fees and give their children a better education.



Presently, I am working in Bolivia, in an HIV/AIDS shelter that is run by Mother Teresa’s Missionaries of Charity. I thought it ironic, that after 23 years, I would end up working through MKLM with the Missionaries of Charity again. I listen, visit and accompany the patients in their daily lives. I work to keep them physically, mentally and spiritually active.