



Title: **Coordinator of Major Gifts (TLC)**

Position Description Number: **42**

Classification: **The Land Conservancy**

Position Summary:

The Coordinator of Major Gifts will work with The Land Conservancy Coordinator to develop a program to identify and meet with individuals capable of contributing \$1,000 or more, in cash or assets, on an annual basis to The Land Conservancy.

Key Responsibilities:

Specific duties include, but are not limited to, the following:

1. Assist in the development of a fundraising committee.
2. Develop an annual budget (revenues) for major donors.
3. Develop a database of individuals within the region whom are capable of making a significant contribution to the organization.
4. Work with the TLC Coordinator and the marketing Coordinator to develop appropriate presentation materials for these individuals.
5. Make presentations to each of the individuals identified within the database.
6. With the assistance of the TLC Coordinator and the Fundraising Committee, determine the appropriate level of support to request from an individual.
7. Maintain detailed notes for each individual for future reference.
8. Meet all IRS requirements to account for and document the donation.
9. Provide receipts to donors for the gift.

Qualifications:

The Coordinator of Major Gifts will possess:

1. A strong commitment to land protection.
2. Prior experience in working with major donors, or significant personal contacts within the region.
3. Knowledge of the Microsoft Office Suite, including: Word, Outlook, Access and PowerPoint.
4. Access to email.
5. Very strong communications skills, including writing, listening and presentation.
6. The ability to travel throughout our seven-county region to meet with potential donors.

Supervision:

This position will report directly to the Coordinator of The Land Conservancy.

Longevity:

The individual selected for this position is expected to serve for a minimum period of two years.

Level of Commitment:

It is expected that an individual will commit a minimum of 40 hours per month towards activities associated with this position.

Workplace Location:

This position would work out of the RC&D office in Mascoutah, although portions of the work could be completed at the selected volunteer's home work station. A portion of the time would also be spent meeting with potential donors.

Benefits:

The Coordinator of Major Gifts is subject to the following benefits associated with this position:

- √ Reimbursement of approved expenses
- √ Ability to gain practical work experience; recognition for work products produced
- √ Ability to share in the rewards of assisting in the protection of the natural resources within the region
- √ Ability to meet new people
- √ Ability to share skills, and/or learn new skills