

Director of Major Gifts for the Honorable Order of Kentucky Colonels

Office located in Louisville, Kentucky

FLSA Status: Exempt

For a complete job description, please reach out to Sherry Crose, Executive Director, scrose@kycolonels.org. To apply please submit resume and letter of interest electronically to Sherry Crose, scrose@kycolonels.org. Resumes will be accepted through June 12, 2020. Salary compensatory to experience.

The Honorable Order of Kentucky Colonels is a small and evolving non-profit that has its philanthropy roots dating back to the 1930's. The vision of the organization is that we are a respected philanthropy organization serving Kentucky with honor and compassion. We do this by providing grants to Kentucky nonprofits and in 2019, we awarded 235 grants, totaling \$2.1 million which impacted over 3.9 million Kentuckians. Grant dollars are graciously contributed by approximately 30,000 Kentucky Colonels worldwide. Refer to the website <https://www.kycolonels.org/> for further information on the rich history of the Kentucky Colonels.

Summary: Reporting to the Executive Director, the Director of Major Gifts represents The Honorable Order of Kentucky Colonels with leading benefactors. This individual will assist in the development of the first major gifts program for the Honorable Order. The right candidate will demonstrate a solid performance record for closing major gifts at levels determined by the Endowment Committee. Demonstrate a strong performance record for building relationships with and obtaining major gifts. Develop solicitation priorities and donor/prospect visitation schedules. Carry a donor portfolio of 125-150 donors and potential donors. This person will also steward the gifts in accordance with the donor's intent.

Essential Duties and Responsibilities:

- Manage a portfolio 125-150 donors. Those gifting levels TBD.
- Create, implement and assess all aspects of the gift cycle.
- Initiate contacts with potential donors.
- Maintain regular communication with donors through emails, event invitations, phone calls, face to face meetings and other stewardship activities.
- Move potential donors in an appropriate and timely fashion toward solicitation and closure.
- Steward gifts in accordance with donor's intent.
- Coordinate appropriate recognition for gifts.
- Maintain a contact management system.
- Provide input for stewardship/cultivation events and initiatives.
- **Administration Duties are included with the position. See complete job description.**

Qualifications: Professional development accreditation preferred. Five to Seven (5-7) years of progressively responsible fundraising experience required. Three (3) years of experience working in major giving programs required. A demonstrable track record of fundraising accomplishments is essential, including experience in identification, cultivation and solicitation of donors giving \$10,000+. Must have experience closing gifts from individuals. A working knowledge of all planned giving vehicles such as estate and tax planning techniques, beneficiary designations, gift annuities, charitable remainder trusts, retained life estates, and pooled income funds, or the capacity to quickly gain such knowledge.

Education and/or Experience: A Bachelor's of Arts or Science and advanced degrees preferred.

Certificates, Licenses, Registrations: Must have a valid driver's license.

Other Qualifications:

Physical Demands: While performing the duties of this position, the employee is regularly required to stand, walk, sit and listen or talk. The employee is occasionally required to lift and/or move items up to 25 pounds. The employee is required to have non-standard workday hours. Significant national travel is required.