



Union Station Kansas City, Inc.
Position Description

Title: Major Gifts Manager
Department: Development
Reports to: Director of Advancement & Community Engagement

SCOPE:

The Major Gifts Manager plays a key role on a growing Development team and will contribute to the department's overall revenue goals. The Major Gifts Manager is responsible for creating and implementing a comprehensive major and planned giving program, as well as a coordinated stewardship program for all individual donors.

RESPONSIBILITIES:

- Design, develop and implement USKC major gift program.
- Responsible for managing and cultivating relationships with existing major gift prospects, as well as identifying new prospects. An ability to empathize with donors and clearly communicate our organization's mission is key. Energize team members, persuade prospects and persevere to the end.
- Help USKC donors accomplish their philanthropic goals and ambitions through a relationship with our organization.
- Secure major gifts at the \$1,000 to \$100,000 level.
Manage systems and software to track and cultivate donors and prospects, including a donor database and wealth screening tools.
- Create and actively manage a full portfolio of current and prospective donors.
- Develop and implement cultivation, solicitation and stewardship plans for prospects in the portfolio.
- Engage in high-level interactions with prospects and conducts personal visitations.
- Organize special events and prepare proposals to obtain funds
- Work with growing Development team to align efforts and set goals
- Create and implement moves management plans
- Make direct, face-to-face solicitations, and assist the board and other staff with their solicitation (e.g. provide portfolio development support, strategic counsel, and help with donor communications)
- Acknowledge major donors through public and private recognition
- Track and report progress using specific metrics
- Work with Director to determine a strategic plan that further engage and educate current donors and identifies prospects, creating a pipeline for major gift giving.
- Prepare gift acknowledgement letters and other correspondences.
- Prepare donor prospect profiles and background materials.
- Design and maintain an annual organizational calendar of donor stewardship activities and strategies that advance Union Station donors.

- Perform other duties as assigned that may not be within the scope of this position.
- Understand Union Station's programs, activities, operations, policies and procedures to perform all duties and achieve goals and objectives.
- Some evening and weekend work may be required.

DESIRED SKILLS:

- Possesses a process efficiency approach to drive improved data capture and database management for overall development objectives.
- Ability to work autonomously and with limited direction.
- Proven ability and willingness to interact with the public.
- Outstanding written and oral communications skills, as well as listening skills.
- Excellent critical thinking, problem solving and organizational skills.
- Ability to manage multiple projects and deadlines.
- A team player who welcomes collaborative decision making.
- Strong customer service orientation.
- Ability to motivate and persuade others in a similar vein.
- Energetic and willing to work hands-on in developing and executing a variety of fundraising activities ranging from the routine to the highly creative and visible.
- Possess professional maturity, credibility, patience, good judgment, honesty, and integrity.
- Possess strong interpersonal skill and a warm and outgoing personality.
- Ability to lift event boxes, tables and chairs that can weigh 25-30 lbs.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's degree required.
- Five to seven years of major and/or planned giving experience.
- Demonstrated track record for closing major gifts (outright and/or planned).
- At least three years' experience in developing a systematic program that builds and sustains strong and lasting relationships with donors.
- Strong communication skills.
- Excellent time management, planning, and working knowledge of Client Relationship Software (CRM).
- Ability to work evenings (after regular business hours) and weekends.

PREFERRED QUALIFICATIONS:

- Knowledge of and experience with planned giving strategies.
- Experience with program-based targeted campaigns.
- Familiarity with marketing and public relations strategies.
- Familiarity with Kansas City's philanthropic community.

Job Type: Full-time

- This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

*Union Station Kansas City is committed to employing a drug-free and diverse work force.
EOE M/F/D*

To Apply:

Send resume and cover letter to:

Union Station Kansas City

Human Resources Department

30 W. Pershing Road

Suite 400

Kansas City, MO 64108-2422

Or email your résumé to: employment@unionstation.org