



## **GLENMARY**

HOME MISSIONERS

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### **Job Description**

## **MAJOR GIFTS & PLANNED GIVING OFFICER**

### **PURPOSE**

The Major Gifts Officer is responsible for the planning and execution of activities associated with cultivating, securing, and recognizing major and planned gifts. This includes, but is not limited to, identifying prospects, building donor relationships, securing charitable gift annuities, charitable trusts, and bequests, and developing a culture of philanthropy that connects people to Glenmary in a meaningful way and results in sustainable income.

### **POSITION SUMMARY**

The Major Gifts Officer is a co-worker of the Glenmary Home Missioners with the expectation that s/he will adopt and execute the missionary charism of Glenmary. This position is one of leadership ministry. The Major Gifts Officer must be able to communicate clearly and effectively orally, via conference video, and in written formats with a variety of people including donors, potential donors, colleagues, supervisors, and “external customers” on all matters. This is an on-site job at our headquarters in Fairfield, Ohio. There must be a willingness to travel and meet donors in person with occasional overnight travel required.

### **DUTIES AND RESPONSIBILITIES**

#### **A. Strategic Leadership**

- a. Cultivates and visits potential major donors and prospects to learn about their philanthropic goals and connect each person to Glenmary in a meaningful way that will result in sustainable income.
- b. Creates a culture of philanthropy that will support the efforts of the Executive Council, the Director, selected Glenmary members and other staff or volunteers to build donor relationships and cultivate annual gifts and planned giving options, including solicitation when appropriate.
- c. Working with the appropriate research resources, identifies major gift and planned gift prospects, their financial capabilities, special interests and past giving history to Glenmary and other charitable interests, and openness to charitable gift annuities, charitable trusts, bequests, etc.
- d. Implement a variety of top-level fund-raising activities, including charitable gift annuities, charitable trusts, bequests, etc. Utilizes knowledge and experience to align organizational needs with donor goals and opportunities.
- e. Along with the Director, involved in the direction and evaluation of Planned Giving.

## **B. Team Leadership**

- a. Assists in the planning, coordinating and implementation of Glenmary's developmental activities with a focus on major and planned gifts.
- b. Collaborates on communications and marketing strategies to advance Glenmary's mission across key stakeholder audiences including donors and potential donors.
- c. Works effectively as part of the Development team, as well as across Glenmary departments.

## **C. General**

- a. Develops and supervises the annual budget for the Office of Major Gifts and Planned Giving.
- b. Maintains active membership in appropriate professional organizations.
- c. Other duties and responsibilities as assigned by the immediate supervisor.

## **SKILLS AND QUALIFICATIONS**

- Bachelor's Degree – Business or related field; master's degree preferred
- Five to eight years of practical development experience (non-profit and/or religious) preferred.
- Tangible experience of having expanded and cultivated existing donor relationships over time. Some knowledge of federal and state tax planning techniques favoring charitable giving.
- Experience with Raiser's Edge/NXT a plus.
- Some knowledge and understanding of Roman Catholicism.
- Strong interpersonal, communication, and professional skills.
- Ability to develop rapport with people of all ages, economic backgrounds and cultures.
- Ability to communicate verbally in person, electronically, via telephone or in writing with all previously identified sources.
- Attentive to detail, flexible, self-confident, pro-active and persuasive.

**Job Title:** Major Gifts & Planned Giving Officer

**Classification:** Full Time, Exempt (37.5 hrs./week)

**Reports To:** Development Director

**Location:** Fairfield OH (a suburb of Cincinnati OH)

*Interested candidates should send a letter of interest & resume to: [humanresources@glenmary.org](mailto:humanresources@glenmary.org) by February 28, 2026*