Title: Major Gifts Officer  
Department: Development and Alumni Office (D&A)  
Reports to: Director of Development and Alumni Affairs Office (DoD)  
Number of Direct Reports:  
Location: Beirut, Lebanon

Job Summary

The Major Gifts Officer is responsible for the planning and implementation of a comprehensive major gifts and stewardship program. S/he will assume an important role in the School’s fundraising program and increase major gift contributions through personal outreach. S/he handles the cultivation and solicitation of major gifts to the School from individuals and organizations from a portfolio of over 100-150 prospects capable of gifts of $25,000 and above. Depending on time of year, additional hours, some evenings and some weekends are required. S/he promotes a positive image, the school’s mission and fosters a welcoming environment. S/he handles information in strict confidentiality.

Duties & Responsibilities

Responsibilities include but are not limited to the following:

- Identify, cultivate, solicit and steward major gift prospects and meet with approximately 100-150 major gift prospects per year who are capable of making gifts of $25,000 and above for the needs of ACS.
- Participate in the evaluation of major and planned gift prospects.
- Manage a portfolio of major and planned gift prospects and design and implement appropriate cultivation and solicitation activities for each.
- Collaborate with and coordinate the involvement of development staff colleagues, members of the Board of Trustees and key volunteers in the planning of cultivation and solicitation strategies.
- Plan, organize, and implement major and planned gift fundraising activities including dinners, receptions, and personal visits.
- Coordinate planned giving activities to insure the accurate and effective presentation of appropriate trust, bequest, and other deferred giving instruments.
- Prepare proposals and presentations for donor prospects, solicit gifts, and negotiate gift agreements.
- Develops and maintains relationships and coordinates appropriate activities with all professional staff involved in the D&A office.
- Document contacts and solicitation plans
- Other duties as required by the position.

Job Requirement

Education: BA/BS  
Graduate degree a plus

Experience:

- 7 years of experience in conducting successful personal solicitations to raise funds.
- Demonstrated competence in public speaking and delivering presentations to individuals and groups.
- Must be a strategic thinker and a good listener who has
demonstrated resourcefulness in working collaboratively with many constituencies
• Experience in planned giving programs helpful.
• Willing to approach role and tasks with a commitment to the mission and values of the school

Competencies:

**Generic:**
- Accuracy/detail oriented
- Organizational skills/multitasking/time management
- Planning skills
- Service oriented
- Flexibility/adaptability
- Reliability
- Initiative taking
- Computer literacy
- Communication skills
- Interpersonal skills
- Creativity
- Accountability
- Critical thinking
- Culturally/diversity sensitive

**Specific:**
- Sensitive to school culture