

# **New Orleans City Park**

## **Full-time Job Vacancy Notice:**

### **Major Gifts/Planned Giving Officer**



New Orleans City Park is seeking a full-time **Major Gifts/Planned Giving Officer** to identify, cultivate, solicit, and steward major gift and planned giving donors and prospects.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop, implement, and evaluate a comprehensive fund development program to cultivate, solicit and steward current and prospective major gift and planned giving donors from individuals, corporations, and foundations in support of the Park's fundraising priorities.
- Institute and maintain planned giving program.
- Identify and research major gifts prospects.
- Assist the Chief Development Officer in guiding prospect contact activity of the Park CEO, President, and Development Committee.

#### **EDUCATION and/or EXPERIENCE:**

##### **Required Qualifications:**

- Bachelor's degree.
- Minimum five years of demonstrated success and increased responsibility in identification, cultivation, solicitation, and stewardship of major gifts.
- Demonstrated ability to close gifts of \$25,000 or higher.
- Understanding of and experience in applying concepts of Planned Giving, Major Gifts, Annual Fund, and Capital Campaigns.
- Willingness to travel to build donor relationships and Park awareness.

##### **Desired Qualifications:**

- Master's Degree.
- Experience in strategic planning, marketing, donor relations/stewardship, and grant writing.
- Proficiency in use of donor databases and prospect tracking tools, e.g. Raiser's Edge.
- Ability to respond to multiple demands concurrently.
- Ability to use social networking for outreach and communication.

\*To apply please email your cover letter and resume to [hr@nocp.org](mailto:hr@nocp.org).