

New Orleans City Park

Full-time Job Vacancy Notice:

Major Gifts and Planned Giving Officer



New Orleans City Park is seeking a **Major Gifts and Planned Giving Officer**. The Major Gifts and Planned Giving Officer is responsible for working with the Chief Development Officer, CEO, and Board President to provide strategic planning, direction, and implementation to identify, cultivate, solicit, and steward major gift and planned giving donors and programs to expand fundraising infrastructure. In addition, the Major Gifts and Planned Giving Officer will provide leadership for identifying and securing annual event sponsors and chairs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Has a passion and commitment to New Orleans City Park's goals and mission.
- Collaborates with the CDO and CEO on achieving current revenue targets and expense budgets with direct accountability for goals set forth in the annual budget and strategic plan.
- Develops, implements, and evaluates 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.
- Designs and implements a customized proactive planned giving marketing strategy. Develops guidelines and promotional materials for use by members of the City Park Improvement Associations.
- Manages the production of two planned giving newsletters each year and maintains the database of the McDonogh Society.
- Assists the CDO in guiding prospect contact activity of the Park CEO, President, and Development Committee.
- Researches and maintains individual donor profiles on qualified prospects and donors.
- Oversees and executes a comprehensive tracking system for all major and planned gift donors and prospects.
- Plans and executes a series of donor and prospect-focused events, including donor recognition events.
- Researches and builds relationships with attorneys, trust officers, accountants, financial planners and other estate planning professionals regarding gift opportunities for clients.
- Coordinates with City Park Special Events Department and oversees sponsorships for annual fundraising events and ensures that funding targets are achieved.
- Identifies and oversees volunteer chairs and committee members for annual fundraising events to ensure support, cultivation, and leadership to fulfill goals, while volunteer tasks are meaningful, directions are well articulated and adhered to, and volunteers represent the organization to the same standards expected of its employees.
- Provides development progress reports to CDO on a monthly basis.
- Promotes active board and volunteer participation in fund raising efforts.
- Provides recommendations to CDO regarding any changes in programs and operations necessary to meet year-end budget goals.
- Supports all initiatives, including educational programs, publications, marketing materials and communications that might touch on fundraising, now or in the future.
- Builds relationships with prospective donors, key volunteers, participants, sponsors and community leaders as well as existing and new corporate partners.

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.
- Excellent interpersonal and leadership skills, ability to work easily and effectively with a wide range of people including major donors, board members, fellow staff members, corporate, foundation, and other nonprofit representatives.
- Willingness to travel to build donor relationships and Park awareness.
- Sensitivity to and respect for the privacy rights of donors in all communications.

Desired Qualifications:

- Master's Degree.
- Proven aptitude for strategic planning, marketing, donor relations/stewardship, and grant writing in a collaborative manner with board and staff.
- Ability to meet deadlines and respond to multiple demands concurrently with excellent attention to detail, accuracy, and quality.

*To apply please email your resume, cover letter, and three references to hr@nocp.org. For questions about this position, you may contact the City Park Human Resources department at 504-483-9388.