



Metropolitan Organization to Counter Sexual Assault

Job Title: **Director of Major Gifts**  
FLSA Status: Exempt  
Department: Development  
Reports to: Vice President of Development

Since 1975 Metropolitan Organization to Counter Sexual Assault (MOCSA) has been an essential part of the Kansas City metro. Our mission is to improve the lives of those impacted by sexual abuse and assault, and to prevent sexual violence in our community. MOCSA is seeking an experienced leader in fund development to join our dynamic organization of diverse, dedicated and innovative individuals.

### **SUMMARY**

As a major gifts professional working with a critical segment of MOCSA's donor base, the Director of Major Gifts will be responsible for securing funds for the agency by managing a group of current and prospective donors, as part of the \$4.4 million agency budget. As a Development Team member, this position will be accountable for fundraising efforts, such as identification, cultivation, solicitation, and stewardship of major donors and prospects.

### **JOB OBJECTIVES**

- I. Development Planning**
  - a. Collaborate with President/CEO, VP of Development and Board of Directors to develop and implement a major giving program, including planned giving, to enhance MOCSA's current fundraising strategies.
  - b. Oversee and manage all aspects of the major and planned giving programs.
  - c. Collaborate on setting goals and monitoring progress toward major and planned gift goals in annual development plan with President/CEO and VP of Development.
- II. Donor Development**
  - a. Develop relationships with current donors and identify and cultivate potential new donors.
  - b. Assist and support President/CEO, VP of Development and Board of Directors in arranging meetings and solicitations.
  - c. Solicit and secure contributions for MOCSA.
  - d. Establish procedures for tracking and qualifying prospects and for recording and reporting gifts.
  - e. Maintain prospect and donor database as it relates to major gift campaign.
  - f. Attend public gatherings, receptions and cultivation events as required.
- III. Donor Stewardship**
  - a. In collaboration with VP of Development, create and implement stewardship programming aimed at fostering deeper ties with donors.

- b. Coordinate major gifts cultivation and recognition events with the support of the development team.
- IV. Leadership**
- a. Serve as a member of the agency's Senior Staff.
  - b. Provide leadership to agency committees and participate in policy development and strategic planning of agency.
- V. Media and Communications**
- a. Serve as a media representative of MOCSA which includes written, recorded, videotaped and photographed images, voice and name in online, video and printed publications.
  - b. Develop and produce materials to market planned giving programs with support of the development team.

The responsibilities described represent the primary responsibilities of the job. Other responsibilities may be assigned by the supervisor as warranted by business needs. The incumbent is expected to do all assigned responsibilities.

## **KNOWLEDGE/SKILLS/LICENSURE/CERTIFICATION**

### **Minimum Qualifications**

Bachelor's degree and 5 years of demonstrated success in major gift fundraising. Experience with Raiser's Edge or other similar development software. Experience in public speaking, public relations and writing campaign materials. Demonstrated leadership and the ability to successfully manage multi-functional or diverse areas.

### **Preferred Qualifications**

10 or more years' experience in the aforementioned skills. Expertise in marketing, event planning and capital campaigns. Master's degree and/or CFRE highly preferred.

## **PHYSICAL AND MENTAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands**

Work is typically performed in an office environment. While performing the duties of this job, employees are regularly required to sit, walk and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this job, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve non-routine and complex problems; use math and mathematical reasoning; observe and interpret situations; learn and apply new information or skills;

perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines with frequent interruptions; and interact with board of directors, administration, staff, funders, donors, media, and others encountered in the course of work.

**WORK HOURS**

This is a full-time position; business hours are Monday through Friday, 8:30 a.m. to 5 p.m. Regular evening and weekend work may be required as job duties demand.

**TRAVEL**

Frequent travel throughout the Kansas City metropolitan area to perform leadership and fund development duties.

**BENEFITS**

Vacation, Holiday, Sick Pay, Medical, Dental, Life, Long-term Disability Insurance, 403(b) and Cafeteria program. MOCSA is an Equal Opportunity Employer committed to creating and supporting a diverse staff. The salary range for this position is \$58,000 - \$72,000 DOE.

**APPLICATION INSTRUCTIONS**

Please send cover letter and resume to [info@mocsa.org](mailto:info@mocsa.org) or by fax to (816) 931-4532. Please, no phone calls.