

JOB DESCRIPTION

Job Title: Director of Major Gifts & Grants

Dept: Development

Report to: Chief Financial Officer

Job Category: Full-time

Classification: Exempt

Starting Range: \$120,000-\$135,000

Summary of Position:

The Director of Major Gifts & Grants oversees the Major Gifts and Planned Giving programs at ARRL. Working directly with the CFO, the CEO, Development staff, and members of the ARRL Board, ARRL Foundation Board, and other volunteers, this position is responsible for developing and managing all activities related to the identification, cultivation, solicitation, and stewardship of our major and planned gift donors, ensuring these donors are inspired by ARRL's mission and engaged in supporting the organization.

The Director of Major Gifts & Grants manages their own portfolio of donors, and is responsible for prospect research, presentation materials, budgeting, and all activities to cultivate, track, and solicit all supporters of \$10,000+ or more (Maxim Society).

The Director of Major Gifts & Grants is responsible for researching, preparing, submitting, and managing grant proposals/reports that support ARRL's goals and mission. This person serves as the primary grant writer, manages funder relationships with the CEO, and engages in compliance reporting.

Major Duties and Responsibilities:

Fundraising:

- Responsible for annual revenue goals for the major donor and planned giving programs.
- Directs efforts to identify, cultivate, solicit and steward potential major donors.
- Designs and coordinates targeted fundraising activities and events for prospective and current major donors, and for cultivation and recognition of current major donors and committed planned giving donors.
- Designs and oversees implementation of programs to renew and upgrade donors at the \$10,000 plus level.
- Responsible for oversight of ARRL's planned giving program.
- Supports the Development Manager in working with Development staff, the ARRL Board of Directors, and the ARRL Foundation Board of Directors in support of fundraising activities. Manages other ad hoc fundraising initiatives as assigned.
- Establishment and use of a donor management system to serve as an advanced platform for lifecycle management of donor relationships.

Grant Writing, Processing, Reporting:

- Researches new funding opportunities available through local, state, and federal government agencies, as well as through private and corporate foundations.
- Researches information and data necessary for grants and grant reporting.
- Edits and organizes grant documents written by other staff and Board members.
- Works with the ARRL Foundation Board and ARRL staff to ensure the Foundation grants program is being marketed, applications considered, and approved grants processed.
- Maintains necessary records, files, reports, databases, and resource materials pertinent to Grants activities.
- Establishment and use of a grant management system to manage the process of writing and receiving grants, issuing grants, and compliance reporting.

Qualifications:

- Personal passion for promoting and protecting amateur radio as a national resource.
- Bachelor's degree or comparable experience.
- Proven experience cultivating, soliciting, and stewarding donors resulting in \$50,000 plus gifts.
- Minimum of five years' experience in nonprofit major gifts and planned giving fundraising.
- Membership in Association of Fundraising Professionals (AFP) preferred
- Proficiency in non-profit financials to include forecasting, budgeting, reporting, and basic investment management.
- Ability to demonstrate past success in researching, applying for, and managing public and/or private sector grant awards.
- Superior verbal and written communication skills along with strong presentation skills.
- Superior interpersonal and relationship building skills with the ability to represent ARRL's mission and interests to a diverse group of people.
- Proficient user of Microsoft Office; familiarity with a common donor database (e.g. Raiser's Edge); familiarity with a moves management donor tracking system.
- Adaptable with the ability to calmly and efficiently handle situations ranging from routine to highly complex.
- Demonstrated ability to multi-task, establish priorities, meet deadlines, and work successfully with a high degree of attention to detail and minimum supervision.
- Ability to work independently as well as on a team.

Work Environment:

- Frequent travel.
- Some weekend and evening responsibilities.
- Valid driver's license.
- Regularly sits at a desk or computer workstation.
- Frequently moves about the office to collaborate with colleagues.

To apply please submit your resume to Luci Goodwin (lgoodwin@arrl.org)