

Campaign & Major Gifts Officer

Do you have a knack for cultivating relationships and extensive campaign and major gift fundraising experience? The Wichita Foundation seeks a driven Campaign & Major Gifts Officer to amplify our mission by partnering with leaders to build and maintain a major gifts program. You'll be at the forefront of fundraising efforts for the Foundation's comprehensive campaign to raise unrestricted funds, and implement an enhanced business model for WF. You'll also craft and implement strategies to identify, cultivate, solicit, and steward a portfolio of individual major donors and prospects. The Campaign & Major Gifts Officer will report to the Director of Philanthropy.

About the Wichita Foundation

The Wichita Foundation invests in people and ideas to spark change. We're community builders who identify and convene strategic initiatives, elevate nonprofits with resources, and help donors fulfill their giving goals. WF was founded in 1986 and is composed of 275+ funds and assets of \$105 million. In FY23, WF deployed \$8.2 million to nonprofit and community organizations and is on track to exceed that amount in FY24.

What You'll Do

Campaign Management

- Lead efforts to secure more than \$40 million in donations for WF's comprehensive campaign over the next 5 years by devising donor and prospect strategies and fostering philanthropic spirit among major contributors
- Create comprehensive campaign plans, including donor identification, cultivation, solicitation, and stewardship strategies
- Collaborate with the Director of Philanthropy to develop and manage a timeline for campaign activities to ensure milestones are met
- Coordinate and execute high-impact fundraising activities to engage and solicit major donors
- Collaborate with the Director of Philanthropy and the CEO to set campaign goals and develop tactics to achieve them
- Support volunteers, including members of the Campaign Steering Committee, in their fundraising outreach and donor engagement efforts
- Prepare and present campaign progress reports to internal and external stakeholders, ensuring transparency and accountability

Major Gift Development

- Develop a portfolio of 50-100 high wealth prospects by designing solicitation strategies; identify gift opportunities that match donors' interests; solicit and secure gifts; and continue to steward these major gift donors
- Maintain an annual top pool of prospective major gift donors who will be solicited in the next 12-18-month period, and help put systems in place to grow and maintain that pipeline
- Conduct personal visits with major donors and prospects, scheduling significant visits monthly for research, cultivation, solicitation, and stewardship
- Identify and research prospective donors who have the capacity and inclination to make significant contributions

- Craft personalized solicitation approaches and directly request significant contributions from major donors utilizing existing relationships and emphasizing the impact on our organization
- Assist the Board and other stakeholders (CEO, leadership staff, committees) with their solicitations
- Collaborate with the Director of Philanthropy to develop and implement strategies for renewing and upgrading current donors' contributions with a focus on increasing their campaign involvement

Donor Relations

- Maintain a robust personal portfolio of major gift prospects and serve as their primary relationship manager
- Prepare written proposals, gift agreements, funder pitches, and other materials needed to define, secure, and document major gifts
- Maintain ongoing and accurate records of donor and prospect interactions in Foundant (WF's CRM), documenting interactions and tracking progress
- Attend regular prospect review meetings with the Director of Philanthropy and other leadership staff to report on recent activity as well as secure and provide input on donor engagement activity
- Create customized stewardship plans for major donors, ensuring they are informed about the impact of their contributions on the campaign's success

Collaboration & Support

- Align fundraising efforts with organizational priorities and initiatives
- Work in concert with strategy and communications team to assist in the development of fundraising materials, presentations, and proposals to effectively communicate our mission and impact
- Collaborate with the Director of Philanthropy to engage and train volunteers and staff on best practices for campaign fundraising and donor engagement

Reporting & Analysis

- Generate regular reports on fundraising progress, donor engagement metrics, and campaign outcomes for internal stakeholders and leadership
- Analyze fundraising data and donor trends to inform decision-making and optimize fundraising strategies

What We Are Looking For

- Bachelor's degree or commensurate experience required in discipline reflective of job qualifications
- Seven or more years of experience in major gifts fundraising with a strong emphasis on campaign fundraising experience
- Eagerness to learn about or familiarity with the operations of a community foundation and its role in effecting social change through philanthropy
- Proficiency in cultivating relationships with donors; comfort and confidence in working with new and seasoned high net-worth individuals
- Familiarity with CRM databases
- Fluent in basic Microsoft Office applications including Word, Outlook, Excel, and Teams
- Excellent presentation skills encompassing public speaking, written communication, and use of electronic media



Essential Relational Skills

- Ambitious and goal-oriented with strong organizational skills and attention to detail
- Exceptional personal integrity and discretion; scrupulous respect for confidentiality
- Articulate communicator capable of conveying the significance of expanding unrestricted funds
- Demonstrated initiative and autonomy; ability to work independently or collaboratively within a team
- Clear personal integrity, with the ability to exercise discretion, and maintain confidentiality

What We Offer

- \$80,000-\$95,000
- Possible hybrid work environment - once training period is completed; employee may be eligible to work remotely two days per week
- Generous paid time off
- Competitive benefits package
- Opportunities for professional development and growth
- Supportive and inclusive work environment

The Wichita Foundation is an equal opportunity employer and welcomes everyone to our team. We strongly encourage people of color, lesbian, gay, bisexual, transgender, queer, and non-binary people, veterans, parents, and individuals with disabilities to apply. If you require reasonable adjustments during the application process, let us know. In your application, feel free to note your preferred pronouns.

Please send your resume, cover letter including salary requirement, and references to

karin@wichitafoundation.org. Applications will be accepted until the position is filled. However, interviews will begin immediately upon receipt of qualified applicants. No phone calls, mail, or in-person deliveries please.