

## Campaign & Major Gifts Officer

Do you have a knack for cultivating relationships and fundraising? 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 capital campaign to grow unrestricted funds. 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 are on track to exceed that amount in FY24.

### What You'll Do

#### *Campaign Management*

- Contribute to securing over \$40 million in donations for WF's campaign 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
- Support volunteers, including members of the Campaign Steering Committee, in their fundraising outreach and donor engagement efforts

#### *Major Gift Development*

- Identify and research prospective donors who have the capacity and inclination to make significant contributions
- Conduct thorough prospect research to identify potential donors for future engagement
- Craft personalized solicitation approaches and directly request significant contributions from major donors utilizing existing relationships and emphasizing the impact on our organization

#### *Donor Relations*

- Maintain a robust personal portfolio of major gift prospects and serve as their primary relationship manager
- 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

#### *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

### *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 professional experience required in discipline reflective of job qualifications
- Seven or more years of experience in major gifts fundraising. Campaign fundraising experience is preferred.
- Eagerness or familiarity to learn about 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-wealth individuals
- Familiarity with CRM databases. WF uses Foundant's Community Suite as its core CRM.
- 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
- Organized, detail- and process- oriented
- Exceptional personal integrity and discretion; scrupulous respect for confidentiality
- Articulate communicator capable of conveying the significance of expanding unrestricted funds
- Display initiative and autonomy, ability to work independently or collaboratively within a team
- Uphold personal integrity, exercises discretion, and maintain confidentiality

### **What We Offer**

- \$75,000-\$90,000
- Possible hybrid work environment - once training period is completed, employee may be eligible to work remotely two days per week
- Paid vacation, sick and parental leave
- 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, please let us know. In your application, please feel free to note your preferred pronouns.*

**Please send your resume, cover letter, including salary requirement, and references to [Karin@wichitafoundation.org](mailto: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.**