

## MAJOR GIFTS OFFICER In Des Moines

Iowa Public Radio (IPR) seeks an experienced and proven fundraising professional for the position of Major Gifts Officer. Located in Des Moines, this individual will play a critical role in the expansion of Iowa Public Radio's fundraising efforts by focusing on individual gifts at major giving levels. The Major Gifts Officer is responsible for identification, cultivation, solicitation and stewardship of a portfolio of prospective and current donors. The Major Gifts Officer is responsible for closing gifts of \$5,000 and above. The Major Gifts Officer will work closely with the Executive Director, Board members, other development staff and volunteers to achieve the organization's fundraising goals. Travel is required for this position.

### **SALARY RANGE:**

- \$51,619 - \$77,429

### **MINIMUM QUALIFICATIONS:**

- Bachelor's degree;
- 3-5 years of direct experience managing fundraising portfolios with demonstrated success in closing gifts in the \$10K - \$100K range;
- Ability to build and manage a donor portfolio;
- Superior interpersonal skills and ability to communicate professionally with volunteers, colleagues, board members and donors;
- Capable of inspiring support from a variety of constituent groups;
- Self-motivated with a high level of energy;
- Ability to work independently and as part of a team;
- High level of proficiency with Microsoft Office and experience with donor databases;
- Strong sense of fundraising ethics and respect for confidentiality of donor information;
- Excellent communication and organizational skills;
- Ability to prioritize and balance the demands of being on the road, identifying new prospects and stewarding existing donors; and
- Passion for public radio.

### **APPLICATION PROCESS**

Submit letter of application and resume to [iprrecruiting@iowapublicradio.org](mailto:iprrecruiting@iowapublicradio.org). Or via mail to:

Major Gifts Officer Search  
Iowa Public Radio  
2111 Grand Avenue, Suite 100  
Des Moines, IA 50312

Inquiries may be routed to [iprrecruiting@iowapublicradio.org](mailto:iprrecruiting@iowapublicradio.org) or 515-725-1707.

For full consideration, applications must be received by 5 pm Tuesday, October 6, 2015. Employment is contingent upon the successful outcome of a background check.

Iowa Public Radio is an Equal Opportunity Employer.