

Mayo Clinic

Job Title: Major Gifts Officer

A wonderful opportunity to work for Mayo Clinic and will be headquartered in Rochester, MN.

Job Summary: This position will develop and implement fundraising strategies and activities to carry forward the mission and vision of Mayo Clinic. The Major Gifts Officer will qualify, cultivate, solicit and steward major gift prospects to align benefactor interests with the strategic objectives of the institution. The Major Gifts Officer will manage a portfolio of prospects with a primary focus on qualifying prospects and closing Major and Principal Gifts. They will partner with the Assistant Chair and the Principal gifts team to develop and implement strategies. Development professionals at Mayo Clinic are required to adhere to the “Donor Bill of Rights” and ethical standards set forth for the department and the institution.

Basic Qualifications: A Bachelor’s degree is required. A Master’s degree and/or fundraising certification is preferred. Requires five years’ experience in qualification, cultivation, solicitation and stewardship of benefactors with a demonstrated track record of securing gifts of \$100,000+.

Other Qualifications: Incumbent must be a self-motivated, self-directed and highly organized individual who will promote a productive, collegial workplace and be a professional ambassador for Mayo Clinic. Belief in the mission and strong ethical conduct is essential. A valid driver’s license and a good driving record are required, along with the ability to travel extensively on all forms of major public transportation. Requires excellent oral and written communications skills, a broad-based knowledge of fund development and the ability to work in a complex environment with multi-dimensional points of view. The incumbent must be able to work effectively in a consensus-style operation that expects and promotes teamwork. Must be comfortable with ambiguity. Must possess the ability to inspire trust and confidence, and communicate effectively with internal and external audiences. The ability to work independently, manage multiple projects and maintain a high degree of professionalism and confidentiality is essential. Must be proficient in the use of information technology and management of database systems.

If interested, contact Dan Pennington Email: pennington.daniel@mayo.edu; Phone: (507) 284-0646

<http://www.mayoclinic.org/development>

<http://www.mayoclinic.plannedgifts.org>