

JOB AD - MAJOR GIFTS OFFICER

Sigma Xi, The Scientific Research Honor Society (Sigma Xi) seeks Major Gifts Officer at the Society's headquarters in Research Triangle Park, North Carolina. Sigma Xi is the world's largest multidisciplinary honor society for scientists and engineers. Our mission is to enhance the health of the research enterprise, foster integrity in science and engineering, and promote the public understanding of science for the purpose of improving the human condition. Nearly 30,000 scientists are active as Sigma Xi members and connected to hundreds of chapters at colleges and universities, government laboratories, and industry research centers around the world. More than 200 Nobel laureates have been members.

POSITION SUMMARY

The Major Gifts Officer is a senior frontline fundraiser who establishes and builds strong, authentic long-term relationships with donors in support of scientific research. Must be energetic, pro-active, and enjoy learning about various fields of science and engineering. Proven track record of closing 5-figure gifts required. Experience in estate giving vehicles a plus. Management experience preferred.

The Major Gifts Officer is a key member of the development team of Sigma Xi. This is a full-time, exempt position based in the Triangle; remote/hybrid position considered. Sigma Xi is committed to an inclusive work environment. We are proud to be an equal opportunity employer and are committed to building an organization where all employees and North Carolinians can be proud. We eagerly anticipate applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, parental status, veteran status, or record of arrest or conviction.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- ❑ Manage a portfolio of approximately 100 donors (each with an estimated capacity to give \$10,000 or more).
- ❑ Create individual goals for each person in the portfolio based on the donor's history of giving and the organization's knowledge of that donor's potential.
- ❑ Create a comprehensive cultivation and solicitation strategy for each donor in the portfolio and execute that strategy.
- ❑ Directly solicit major and planned gifts, and partner with Director of Development or Programs Director in key solicitations.
- ❑ Develop unique cultivation and stewardship opportunities and participate in broader donor cultivation events.

- ❑ Manage Discover and Research Ambassador towards discovery of new major gift prospects
- ❑ Track portfolio activity, communication, and progress. Create reports as required by management that accurately reflect portfolio activity and performance.
- ❑ Work with the appropriate program staff to secure project information to develop personalized materials directed at individual donors/prospects that are in line with donor interests, programmatic priorities.
- ❑ Assist with donor research projects and prospect research.
- ❑ Maintain working knowledge of local and national programmatic priorities and issues as they occur.
- ❑ Other duties as necessary.
- ❑ ordering supplies for projects

KEY PERFORMANCE INDICATORS

The Major Gifts Officer, reporting to the Director of Development, will serve as a key member of our development team. The Major Gifts Officer will help raise transformative gifts that will expand and sustain our ambitious programmatic goals by:

- ❑ Directly interacting with donors (both virtually and when health and safety regulations allow in-person meetings to resume) by helping them fulfill their passions and interests through their giving to Sigma Xi.
- ❑ Playing a key role in managing relationships with existing donors and securing new sources of funding that will support scientific research nationwide and internationally.
- ❑ Being responsible for developing and managing a portfolio of approximately 100 donors (each with an estimated capacity to give \$10,000 or more) and creating and maintaining strategies for high-level donor stewardship.
- ❑ Greatly expanding the number of leadership gifts (\$10,000+) and planned gifts from Sigma Xi supporters.

QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

- ❑ Proven track record of soliciting and closing gifts in the \$10,000 - \$50,000 + range.
- ❑ Demonstrated ability to achieve revenue goals.
- ❑ Experience establishing and building strong, long-term partnerships with donors. A proven record of securing visits with prospective donors, and soliciting, closing, and stewarding four and five-figure gifts. The most competitive candidates also will have proven experience converting new donors/prospects into major donors.
- ❑ Demonstrated commitment to equity, diversity, inclusion, and belonging, using a personal approach that values all individuals and respects differences in race, ethnicity, age, sex, gender identity, sexual orientation, religion, ability, and socio-economic circumstances.
- ❑ Demonstrated commitment to working collaboratively and respectfully toward resolving obstacles and/or conflicts.

- Ability to connect with people from different backgrounds and build relationships across differences.
- Exceptional attention to detail, ability to manage multiple tasks and finish projects within deadlines.
- Ability to work both independently and as part of a team.
- Flexibility and ability to work under pressure.
- Demonstrated non-profit development experience is preferred. Direct work soliciting donors and closing and stewarding major gifts is ideal.
- Passion for science preferred.
- Excellent computer skills, including proficiency with Microsoft Office technology (i.e., Word, Excel, Outlook, and PowerPoint).
- Strong interpersonal skills and enthusiasm for building strong professional relationships with donors, board members, volunteers, staff, and the public.
- Excellent written and oral communication skills, including the ability to speak comfortably and compellingly with donors about the potential impact of their philanthropic investments in Sigma Xi.
- Experience working with CRMs and knowledge of philanthropic resources is a plus.
- The ability to work occasional evening, weekend, and irregular hours and to travel nationwide as needed.

WORK CONDITIONS

This is a full-time remote/hybrid position based out of the Research Triangle Park headquarters. Some night and weekend work required.

COMPENSATION AND BENEFITS

The salary commensurate with experience. Employer sponsored health insurance with the option to select between comprehensive, valuable plans. Premier dental and vision plan. 403(B) retirement plans, short-term and long-term disability upon completion of one year of service. Generous paid time off including vacation, holidays. Flexible scheduling, pursuant to position. Work that engages a diverse and dynamic community of educators and learners, with the shared vision of shaping a better future for scientific researchers.

PHYSICAL DEMANDS

This position requires the ability to sit or stand, speak, hear, see, and lift small objects up to 10 lbs. Requires the ability to travel frequently including locally, nationally, and internationally.

The physical demands described here are representative of those that must be met by the individual to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Sigma Xi offers competitive salaries, attractive benefits, and a collegial work environment.
Please send resume and cover letter indicating salary requirements to:**

Jasmine Shah

Director of Finance and Administration
Sigma Xi, The Scientific Research Honor Society
Post Office Box 13975
Research Triangle Park, NC 27709-3975
Email: hrdept@sigmaxi.org.

Deadline for resumes is May 6, 2022.

Sigma Xi is an Equal Opportunity Employer.