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## Major Gift Officer Resume

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### Job Objective

Seeking long-term Major Gift Officer Position in which my professional experiences and special qualifications will help encourage the growth of both my organization and myself.

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### Highlights of Qualifications:

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- Remarkable experience in solicitation of foundation, corporate and individual donors
  - Huge knowledge of grant writing and major gifts
  - Skilled at soliciting and obtaining large gifts, as well as event planning
  - Wide knowledge of the utilization of information systems to support fund raising activities
  - Ability to effectively represent an organization to external audiences
  - Ability to manage financial records and travel frequently
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### Professional Experience:

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Major Gift Officer  
League of Conservation Voters, New York, NY  
August 2005 – Present

- Handled portfolio of high net worth donors and prospects.
- Established individual donor strategies.
- Assisted Senior Director of Major Gifts.
- Formulated donor correspondence and maintained records.
- Coordinated with internal business units.

Major Gift Officer  
Amherst, New York, NY  
May 2000 – July 2005

- Established pool of 100-125 C-K prospects.
  - Developed routine and managed gift proposals.
  - Managed donor prospect contacts.
  - Formulated correspondence, case statements and proposals.
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### Education:

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Bachelor's Degree in Business Management  
Providence College, Providence, RI

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