
Major Gifts Officer Resume

Job Objective

To maximize my skills and training as a Major Gifts Officer in well organized organization to help the organization reach its objectives.

Highlights of Qualifications:

- Remarkable experience in restricted and unrestricted fundraising techniques
 - Huge knowledge of donor cultivation, solicitation and stewardship
 - Deep knowledge of developing budget and measuring campaigns
 - Familiarity with documenting visits and MS Office
 - Ability to demonstrate diplomacy
 - Ability to manage independently and handle many projects
 - Proven track record of successful fundraising in an environment
 - Superior communication and presentation skills
 - Excellent organizational and interpersonal skills
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Professional Experience:

Major Gifts Officer

Martin Memorial Health System, Kansas City, KS

August 2005 – Present

- Imparted guidance in management, cultivation, solicitation and stewardship.
- Carried out face-to-face meetings with donors.
- Assisted national and affiliate Major Gift's staff.
- Aided in administration of Major Gifts campaigns.
- Managed communications, interactions and income for portfolio.

Major Gifts Officer

United Way of Metropolitan Chicago, Kansas City, KS

May 2000 – July 2005

- Outlined and enforced strategic development plan.
 - Coordinated with donors and prospects.
 - Handled workplace giving and formulated reports.
 - Managed proper gift acknowledgements.
 - Corresponded in periodic National ALS Association conferences.
 - Assisted Director of Operations and staff.
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Education:

Bachelor's Degree in Business Management

Angelina College, Lufkin, TX

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