GETTYSBURG FOUNDATION	**DATE PREPARED OR REVISED** 8/28/26	**FLSA CLASSIFICATION** Exempt **ORGANIZATION LEVEL** Director
Position Title Senior Director of Major Gifts & Planned Giving	**Department** Development	**Reports to** VP of Development

Position Summary

As a senior member of the development team, the **Senior Director of Major Gifts & Planned Giving** must be an innovative development professional responsible for advancing significant philanthropic relationships and securing major, principal and planned gifts in support of Gettysburg Foundation's mission and strategic priorities. This highly relational, results-oriented position manages a portfolio of qualified major gift donors and prospects, and leads the Foundation's planned giving program, including the continued growth and stewardship of the Guardians Society. Responsible for the full donor development cycle—identification, qualification, cultivation, solicitation, closing and stewardship—and will develop individualized strategies designed to deepen donor engagement and increase philanthropic investment in Gettysburg Foundation. This candidate will be an experienced frontline fundraiser who combines strong relationship-building skills with disciplined portfolio management, strategic thinking, excellent communication and demonstrated success securing significant individual gifts.

THE ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Personally identify, qualify, cultivate, solicit, close and steward five-, six- and, when appropriate, seven-figure gifts supporting the Gettysburg Foundation's strategic and philanthropic priorities.
- Build and manage a portfolio of approximately 125–150 qualified major gift donors and prospects, with responsibility for developing and executing individualized cultivation, solicitation and stewardship strategies.
- Provide overall management and solicitation for the Foundation’s Guardians Society Planned Giving program with an overall strategic annual plan and work to continue full commitment documentation of all existing and new members.
- Work collaboratively with and in support of volunteers, other development staff and other Foundation representatives to cultivate and solicit donors for organizational priorities.
- Monitor all prospect contacts to ensure positive and purposeful prospect and donor relations.
- Accurately manage all prospect/donor activity in donor database to ensure cross-departmental communication and coordination.
- Research and identify prospects both from within the Foundation’s existing database and external thereto.
- Provide support and partner with the Vice President of Development on principal and transformational gift opportunities requiring executive, Board or other senior-level engagement to the Foundation President, Vice President of Development, the Board of Directors and other members of the development team as requested and appropriate.
- Represent the Foundation at appropriate internal and external events.

- Participate in the Foundation's efforts to market Planned Giving to a broad circle of constituents.
- Have the ability to travel locally, regionally and nationally as required by donor outreach. At all times, conduct themselves in accordance with the highest professional and ethical standards.
- Must be able to work occasional weekends and evenings as needed.

THE DESCRIPTION ABOVE REPRESENTS THE MOST SIGNIFICANT ESSENTIAL DUTIES OF THE JOB BUT DOES NOT EXCLUDE OTHERS

THE NON-ESSENTIAL FUNCTIONS OF THE POSITION INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Participate in Gettysburg Foundation sponsored events and activities aimed at engaging donors and prospects.
- Assist with communication strategies and the development of communication materials to deepen ties to donors and prospects.
- Assist with the identification, cultivation, solicitation and stewardship of institutional donors (i.e. foundations, corporations and other organizations) as appropriate. In some cases, institutional donors may be included in the Senior Director's portfolio.
- Perform other related duties as requested.

EDUCATION/SPECIAL SKILLS/EXPERIENCE:

Bachelor's degree or equivalent relevant experience in development and fundraising with at least 5 years of experience closing individual major gifts and planned giving. Experience in supervision a plus. Excellent communication skills, both written and verbal. Excellent interpersonal skills. Excellent organization skills and attention to detail desired. Business management and strategic management ability. Marketing/sales/promotion skills a plus. Ability and willingness to travel independently approximately 40% of the time. Familiarity with Tessitura CRM database a plus.

PHYSICAL/MENTAL CHARACTERISTICS OF THE POSITION AND ENVIRONMENTAL FACTORS OF THE WORKPLACE:

- Ability to use office equipment
- Ability to use computer application programs
- Ability to be highly adaptable within a changing environment

This position description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee. Gettysburg Foundation retains the discretion to add to or change the duties of the position at any time with or without notice.

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Employee Acknowledgement Date Supervisor Acknowledgement Date