



## Director of Individual Giving and Major Gifts

**REPORTS TO:** Chief Operations Officer

**STATUS:** Full-Time

**CLASSIFICATION:** Exempt

**LOCATION:** Columbia, SC Main Office

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### Position Summary

The director works closely with the chief executive and chief operating officers to develop and implement strategies for overall individual campaign and major gift donor relationship management and cultivation to meet short and long-term goals. The director will increase overall individual giving and build the major gift program by growing and diversifying a portfolio of individual donors from across the state. The director engages staff and board to collectively build enduring relationships and resources to sustain the organization's initiatives through the expansion of individual unrestricted revenue streams to include planned giving.

### Duties and Responsibilities

Create and implement a comprehensive philanthropy program to secure financial resources from individuals to build a foundation for a capital campaign launch in 2026.

Conduct donor prospect research; compile data for face-to-face fundraising calls; handle confidential information and navigate sensitive situations.

Build and manage a robust portfolio of donor prospects from across the state; move potential individual donors in an appropriate and timely fashion toward solicitation and closure, maintaining a balance between discovery, cultivation, solicitation, and stewardship.

Identify, cultivate, and play a lead role in soliciting and closing gifts from individuals to increase the Society for South Carolina's Children's donor base (\$2,500+) to forty donors in year one and to seventy donors by year two.

Empower board members and other fundraising volunteers to identify, cultivate and solicit donors to ensure the most effective methods of soliciting and receiving larger gifts.

Understand and execute diverse modes of giving (gifts of stock, retirement distributions, planned giving) to inform conversations and communications with individual prospects.

Partner with donor relations coordinator to plan and execute donor events and various ad-hoc appreciation and cultivation opportunities.

Write compelling development requests and manage a donor specific communications calendar. Partner with donor relations coordinator and communications team to create collateral materials for individuals and planned giving campaign.

Develops, markets and implements a planned giving program to ensure Children's Trust long-term financial health.

Monitor weekly, monthly, quarterly, and annual activity to achieve performance metrics.

Track and report relationship management activity using Raisers Edge constituent relationship management including the identification, qualification, cultivation, solicitation, proposal submission, and stewardship of prospective and current individual donors; assist with review and verification of major gift donor recognition lists.

Collaborate with the development team to coach, train and develop skills with the staff and board of directors in major gift cultivation.

Participate regularly in community activities and events to enhance the image and position of the organization.

Maintain knowledge of current tax laws, investments and planned giving opportunities; use knowledge in prospect cultivation and solicitation as appropriate.

Attend and present when appropriate at local, state, and national events to enhance knowledge and professional development; participate in state task forces and ad hoc committees when appropriate.

Serve as a positive, proactive voice for Children's Trust through social media, public speaking, public relations and/or representation at training and events; build capacity and knowledge of the organization.

Perform other duties and responsibilities as requested with a professional, positive attitude and team spirit.

Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each team member will offer their services wherever and whenever necessary to ensure the success of our endeavors.

## Skills

Have a bachelor's degree in business, communications, development, or other related fields with five (5) years of experience in fundraising with a proven track record of soliciting gifts of \$5,000 and above.

Exhibit a strong record of campaign leadership through development, implementation, and management of annual and/or capital campaigns.

Knowledge of planned giving vehicles, concepts and strategies.

Ability to build relationships among donors, volunteers, staff, and key stakeholders.

Exhibit excellent written and verbal communication skills, be proficient in research, interpretation, and data analysis with the ability to work collaboratively and independently to achieve stated goals.

Be a critical thinker, well-organized, and detail-oriented; have proficient or expert communication (oral and written skills); demonstrated ability to be proactive and take initiatives; work both independently and in team setting; prioritize and manage multiple tasks; assist with writing reports when needed.

Have good judgment, empathy, adaptability and level-headed attitude; demonstrate proficient or expert interpersonal skills when interacting with donors and volunteers; be assertive and persuasive when necessary while maintaining positive and productive relationships.

Have a high level of proficiency in software platforms and systems, including but not limited to Microsoft Products and the Blackbaud suite of products; SharePoint, Trello, and Zoom.

Manage light to moderate carrying and lifting of items.

Drive and travel throughout South Carolina on a regular basis and nationally as needed.

Children's Trust provides equal employment opportunity to all individuals regardless of their race, color, creed, religion, gender, age, sexual orientation, national origin, disability, veteran status, or any other characteristic protected by state, federal, or local law.

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The forgoing statements describe the general purpose and responsibilities of this job and are not an all-inclusive list of all responsibilities and duties that may be assigned or skills that may be required. Children's Trust believes that each employee makes a significant contribution to our success; this position description is designed to outline primary duties, qualifications, and job scope, but not limit the organization to adjust the work identified; it is our expectation that each team member will offer their services wherever and whenever necessary to ensure the success of our endeavors.

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