



2300 Hickory St • Casper, WY 82604 • (307) 216-5294

**Job Title:** Major Gift Officer

**Synopsis:** Luther Classical College seeks a Major Gift Officer to join the organization's growing Advancement Department and actively contribute to cultivating and soliciting major donors and major donor prospects for the Annual Fund and Capital Fund.

**Start Date:** As soon as practical under mutual agreement.

**Location:** Remote with travel (relocation to Casper, Wyoming, is not necessary).

**Reports to:** Director of Development (Advancement Department)

**Compensation:** The salary for this position is commensurate with experience, beginning at \$80,000, and includes a competitive benefits package.

**Time Commitment:** Full-time, with some weekend travel obligations. Midweek hours may be reduced in view of weekend commitments.

**Travel Required:** About 2 to 4 trips per month within the United States.

**Institutional Mission Statement:** Luther Classical College educates Lutherans in the classical, Lutheran tradition and prepares them for godly vocations within family, church, and society, fostering Christian culture through study of the best of our Western heritage.

**Job Description:** The Major Gift Officer is responsible for developing, cultivating, and upgrading a nascent base of major individual donors. The MGO may serve, as needed, as either an Annual Fund Manager or Capital Campaign Manager, personally cultivating, soliciting, and stewarding a portfolio of current and prospective supporters across the United States, utilizing campaign-driving tools, donor stewardship procedures, and moves management in the organization's CRM.

**Minimum Qualifications:**

- A member in good standing of a Lutheran Church Missouri Synod congregation who is committed to the mission of Luther Classical College.
- Minimum 2 years of relevant fundraising, nonprofit, and/or marketing experience.

- Ability and willingness to travel 2-4 times/month.
- Superior interpersonal skills, relational intelligence, writing, speaking, and presentation skills.
- Ability to thrive in a fast paced, mission-driven, start-up team environment.
- Strong skills experience in Microsoft Office (Excel, Word, Outlook, PowerPoint).
- Willing flexibility to meet the changing needs of a fast-paced and rapidly growing organization.

#### **Additional Desired Skills/Experience:**

- Experience in/exposure to classical Lutheran education.
- Donor-facing experience.
- Familiarity with development moves management.

#### **Duties/Responsibilities:**

- Manage relationships with approximately 150 major donors.
- Develop and execute individual strategies for engaging, cultivating, soliciting, upgrading, stewarding and recognizing, and retaining major donors.
- Travel throughout the United States for face-to-face cultivation and solicitation meetings with existing donors and donor prospects.
- Re-engage and renew lapsed donors and research and identify new major donor prospects.
- Effectively utilize tools such as direct-mail program, donor clubs, and stewardship procedure to grow Luther Classical College's major gift program by upgrading current donors.
- Keep accurate, thorough, and confidential moves-management records in CRM.
- Support the President, Director of Development, and development committee in development efforts.
- Work collaboratively with the development team to achieve clearly-articulated goals, both individually and as a team, with a willingness to re-allocate each person's duties in order to achieve strategic institutional objectives.
- Provide monthly, quarterly, and annual snapshot reports by which progress may be tracked and strategies may be evaluated.

#### **Criteria for Success:**

The successful candidate will:

- Be familiar with and passionately supportive of the unique mission of Luther Classical College (<https://www.lutherclassical.org/about>) and the curriculum it offers (<https://www.lutherclassical.org/curriculum>).
- Display a strong ability to communicate LCC's mission and build strong personal relationships with prospective and current major donors.

- Demonstrate an achievement-oriented personality, with a great deal of stamina to work hard and take satisfaction from being productive.

**Application Instructions:**

1. Applications will be considered in the order received and may be held, at the discretion of Luther Classical College, until a suitable applicant is found.
2. Please send a cover letter and résumé to:

Samuel Preus  
Director of Development  
Luther Classical College  
2300 Hickory St.  
Casper, WY 82604  
s.preus@lutherclassical.org  
307-314-5882

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