

## POSITION SPECIFICATION

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<b>Position</b>	<b>Major Gifts Officer</b>
<b>Company</b>	<b>The Pension Boards – United Church of Christ, Inc.</b>
<b>Location</b>	<b>475 Riverside Drive, NY, NY</b>
<b>Website</b>	<a href="http://www.pbucc.org">www.pbucc.org</a>

## COMPANY PROFILE

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The Pension Boards-United Church of Christ, Inc. an Affiliated Ministry of the United Church of Christ (“UCC”), provides retirement, disability, life insurance, medical, dental, and vision benefits for clergy and lay employees of the UCC, its predecessor religious denominations, and UCC-related organizations, through the administration of retirement and other benefit plans. As an Affiliated Ministry of the UCC, the Pension Boards is able to serve all other ministries of the UCC. The Pension Boards also acts as the investment-holding corporation and manages investments in commingled pools of common investment types.

### Mission Statement

Operating at the intersection of faith and finance, we are caring professionals partnering with those engaged in the life of the Church to provide valued services leading to greater financial security and wellness.

### Generations of Service: An Extension of Family

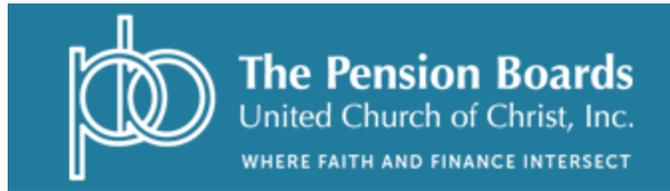
The Pension Boards’ charitable arm, the United Church Board for Ministerial Assistance (UCBMA), exists to “serve those who serve” through programs of direct financial assistance and initiatives to sustain ministers at all stages of their careers. UCBMA is currently engaged in a \$20 million capital campaign, *Generations of Service*, to extend and expand its vital, high-impact programs over the next decade. Engaging all populations in the denomination—individuals, local churches, and conferences—is the organization’s priority focus and opportunity.

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### Application Instructions:

Qualified applicants are encouraged to apply by submitting a resume to: [hr@pbucc.org](mailto:hr@pbucc.org) with subject heading: [Major Gifts Officer](#). Interested applicants can learn about the Pensions Boards <https://www.pbucc.org/index.php/menu-aboutus/career-opportunity>

For more information, visit our website at [www.pbucc.org](http://www.pbucc.org) and stay connected to our [LinkedIn](#), [Facebook](#), and [Twitter](#) pages.



<b>Position:</b>	<b>Major Gifts Officer</b>	<b>Incumbent:</b>	<b>(New Position)</b>
<b>Reports to:</b>	<b>Philanthropy Officer</b>	<b>Department:</b>	<b>Philanthropy</b>

**Position Summary**

This position reports to the Philanthropy Officer. The Major Gifts Officer is responsible for contributing to a culture of fundraising excellence in service to the assistance and leadership programs of Ministerial Assistance. This culture of excellence begins with modeling and maintaining a positive attitude and willingness to consistently exceed expectations while interacting with all colleagues.

The Major Gifts Officer will work at the direction of the Philanthropy Officer to raise gifts from sources throughout the United Church of Christ, initially in support of the current capital funds campaign and then for the ongoing appeals and purposes of the United Church Board for Ministerial Assistance.

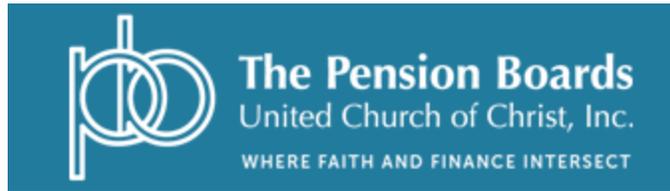
**Core Responsibilities**

The Major Gifts Officer will become an integral part of the fundraising team and have the following duties and responsibilities:

- Manage a portfolio of major and planned gift prospects to increase revenues to the *Generations of Service* capital funds campaign, the Christmas Fund (UCBMA’s annual fund), and other UCBMA initiatives.
- Conduct necessary research on UCC congregations, conferences and members.
- Visit and cultivate prospective donors, with appropriate attention to UCC fundraising protocols.
- With the fundraising team, organize and implement receptions and events in major cities throughout the United States for UCC churches, conferences and members.
- Visit and solicit 12-15 prospective donors each month.
- Work collaboratively with the Philanthropy Officer and the PBUCC President and CEO on solicitation assignments and follow up.
- Establish an annual financial fundraising goal after activity benchmarks have been met.

**Qualifications & Requirements:**

- Goal driven with a high degree of initiative
- Strong interpersonal, written and communication skills
- Proven leadership and teamwork capabilities
- Ability to prioritize and meet objectives and deadlines
- Bachelor’s degree from an accredited college or university
- Training or specialized knowledge in Raiser’s Edge, Microsoft Excel



- Membership in and awareness of the United Church of Christ a plus; candidates without this background must demonstrate capacity to become acculturated to the context and fundraising norms in that religious environment.

**Work Experience**

- Previous nonprofit and fundraising experience preferred, though candidates with demonstrable sales experience will be considered.

**Travel:** The Major Gifts Officer will be expected to travel regularly in support of the position’s objectives. This travel should account for 60% of total work hours. The remainder can be accomplished remotely, and time in the Pension Boards offices in New York will be limited and at the direction of the Philanthropy Officer.

**Position Impact and Other Information**

Fundraising is most effective when built on ongoing relationships with existing and prospective donors and when fundraisers work effectively as a team, sharing information, coordinating efforts, and reporting to each other and to volunteer leadership with precision and regularity. The Major Gifts Officer must be capable of working independently, but also predictably, cooperatively and reliably as part of the PBUCC/UCBMA team and in all interactions with constituents.

[EEO Law Poster and Supplement](#)