# Title Page

Gift Officer

Jaden Upton

Ms Lillie

June 12, 2013

Careers

Table of Contents

|  |  |
| --- | --- |
| Title Page | 1 |
| Table of Contents | 2 |
| Introduction | 3 |
| Disadvantages and Advantages | 4 |
| Skills and Experiance | 5 |
| Conclusion | 6 |
| Works Cited | 7 |

Introduction

In this report we will explore the benefits and disadvantages of having the position of Gift Officer as a career. We will also explore things like what qualities and education one should have in order to be considered for hiring, as well as a thorough explanation of the job and what it entails.

The job title is Major Gifts Officer. It involves developing, coordinating, and implementing fund-raising activities. One will work with a number of programs, and develop strategies for marketing for new and existing programs. It is important because

Disadvantages and Advantages

|  |
| --- |
| Pros  Pay: $52 200 – $71 300 annually.  The chance to help charities advance in their work to do good in the world. |
| Cons  The need for previous experience and education may make it difficult to get the job.  May have to work weekends and evenings. |

Skills and Experience

Skills

* Oral and written skills
* Problem-solving and analytical skills
* Leadership and relationship skills
* Creative thinking
* Money management
* Planning and coordinating

Education and Experience

* Knowledge of the principles of fundraising
* Knowledge of tax laws
* Previous experience in major fundraising experience
* Secondary education experience preferred
* Planning and coordinating

The ideal personality traits for this job is someone who is extroverted and energetic, in order to maintain relationships with other companies.

Conclusion

In conclusion, the role of a Gifts Officer is very important function towards a company’s success. It is a job that lies heavily on connecting with others and money management, as well as using planning skills

Works Cited

“Special Gifts Officer” Supporting Advancement. June 13th 2013 <<http://supportingadvancement.com/employment/job_descriptions/special_gifts_officer.htm>>

“Job Details” Emory Careers. June 13th 2013 <<https://sjobs.brassring.com/1033/ASP/TG/cim_home.asp?partnerid=25066&siteid=5043&lo=1>>