

# SAMPLE: MAJOR GIFTS LEADER JOB DESCRIPTION

## RESOURCE 1.13

### **Sample Job Description for the bishop, rector, or institution leader of Major Gifts:**

1. Plan your weekly schedule to include major gift calls.
2. Ask for major gifts.
3. Memorize the 50 top prospect's names.
4. Keep a current moves management list for all top donors in your wallet or on your tablet.
5. Require an assistant to monitor your effectiveness in making visits.
6. Report to Standing Committee numbers and kinds of moves management and time taken for them.
7. Annually publish a report for your constituency in which you divide hours by amount raised to establish the value of your time spent in this way, annually. (Be aware that the first two years will show little progress but will enable considerable progress later.)