



**JOB DESCRIPTION
AREA MAJOR GIFT CHAIRS
(MAJOR GIFTS- \$5,000 OR MORE)**

1. To be committed to work for a successful Major Gifts effort to support the Campaign.
2. To recruit 3-10 committee members from your area.
3. To attend one constituency-wide Major Gift meeting.
4. To serve as a member of the Campaign Steering Committee and to help shape the strategy and planning for the Campaign and monitor its progress.
5. To attend and chair at least three meetings of your area committee.
6. To become familiar with the goals of the Campaign and the materials and resources available for conducting the Campaign.
7. To make your own generous financial contribution in generous support of the Campaign.
8. To lead the selection process for evaluation, rating, and assigning of major gift prospects in your area.
9. To complete solicitation process with all your area committee members, including cultivation efforts, actual solicitation and follow-up calls as necessary.
10. Assist in selected other major gifts solicitations as needed.