

Grace Fairbanks

Major Gifts Officer

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SUMMARY

Major gifts officer with 8 years in major gifts and leadership giving at a teaching hospital and a college, managing a portfolio of 140 prospects capable of \$25,000 to \$1M. Runs the full cycle of identification, cultivation, solicitation and stewardship, and closed \$4.2M in FY2025. Tracks every move in Salesforce and uses strong presentation skills with donors.

EXPERIENCE

Major Gifts Officer

07/2021 – Present

Back Bay Medical Center Foundation

Boston, MA

Foundation of a 600-bed teaching hospital raising \$60M a year.

- Manage a portfolio of **140** major gift prospects and closed \$4.2M in FY2025, 120% of the annual goal.
- Complete 150 donor visits a year and write proposals with physicians for gifts of \$25,000 to \$1M.
- Partner with prospect research to qualify 40 new prospects a year from grateful patient screening.
- Plan stewardship for 60 top donors with tours and impact reports, keeping donor retention at 88% over 3 years.

Associate Director of Leadership Giving

06/2018 – 06/2021

Charles River College

Waltham, MA

Private college with 4,500 students and 32,000 alumni.

- Raised \$900K a year from 220 leadership donors giving \$2,500 to \$25,000 to scholarships and athletics.
- Upgraded 35 donors to the major gift level through reunion, athletics and faculty events.
- Built Excel and Salesforce reports on portfolio progress for the vice president of advancement.
- Presented giving opportunities to 4 alumni councils with 80 volunteers and coached them on peer asks.

SKILLS

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|------------------------|---------------------|--------------------------------|
| • Major Gifts | • Stewardship | • Presentation Skills |
| • Portfolio Management | • Prospect Research | • Relationship-Building Skills |
| • Cultivation | • Salesforce | |
| • Solicitation | • Excel | |

EDUCATION

Bachelor of Arts

05/2018

Boston College

Chestnut Hill, MA

History

CERTIFICATES

Certified Fund Raising Executive (CFRE)

09/2023

CFRE International