

# COMPETENCIES FOR MAJOR GIFT PROFESSIONALS



A publication of

  
**ADVANCEMENT RESOURCES**<sup>®</sup>  
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# Competencies for Major Gift Professionals

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Below is a list of 16 competencies, adapted from Lominger Competencies, that we believe are important for successful major gift professionals. It is not meant to be a definitive list, but rather a starting point for discussion.

## Action-oriented

- Enjoys working hard
- Not fearful of acting with a minimum of planning
- Seizes more opportunities than others

## Approachability

- Is easy to approach and talk to
- Makes the extra effort to put others at ease
- Builds rapport well
- Is a good listener

## Business/Organizational Acumen

- Knows how non-profit organizations work
- Knowledgeable in current and possible future policies, practices, trends and information affecting his/her organization
- Knows the competition

## Compassion

- Genuinely cares about people
- Is sympathetic to the plight of others not so fortunate
- Demonstrates real empathy with the joys and pains of others

## Donor Focus

- Is dedicated to meeting donor needs and expectations
- Acts with donors in mind
- Establishes and maintains effective relationships with donors and gains their trust and respect

## Drive for Results

- Can be counted on to exceed goals successfully
- Is constantly and consistently one of the top performers
- Steadfastly pushes self and others for results

## Ethics and Values

- Adheres to an appropriate and effective set of core values and beliefs during both good and bad times
- Acts in line with those values
- Practices what he/she preaches

## Integrity and Trust

- Is widely trusted
- Is seen as a direct, truthful individual
- Keeps confidences
- Admits mistakes
- Doesn't misrepresent him/herself for personal gain

## Competencies for Major Gift Professionals (cont.)

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### Interpersonal Savvy

- Relates well to all kinds of people inside and outside the organization
- Builds appropriate rapport
- Builds constructive and effective relationships
- Uses diplomacy and tact
- Can diffuse even high-tension situations comfortably

### Listening

- Practices attentive and active listening
- Has the patience to hear people out
- Can accurately restate opinions of others even when he/she disagrees

### Motivating Others

- Creates a climate in which people want to do their best
- Can motivate many kinds of people
- Can assess each person's hot button and use it to get the best out of him/her
- Makes each individual feel his/her contribution is important

### Presentation Skills

- Is effective in a variety of formal presentation settings: one-on-one, small and large groups, etc.
- Is effective both inside and outside the organization
- Commands attention and can manage group process during the presentation

### Productive Work Habits

- Productive and organized in setting appropriate objectives and managing time
- Works on appropriate priorities
- Follows through on commitments

### Telephone Communications

- Is able to communicate clearly and succinctly over the phone
- Is familiar with and comfortably uses phone etiquette
- Can get messages across that have the desired effect

### Written Communications

- Is able to write clearly and succinctly in a variety of communication settings and styles
- Can get messages across that have the desired effect

### Willingness to be Vulnerable

- Essential for passion gifts
- Willing to share at a deep emotional level

# Competency Assessment

Name of Candidate:

Date of Assessment:

Name of Interviewer:

## Part I

**INSTRUCTIONS:** Reflecting on a candidate you have interviewed for a major gift position, rate how much you agree that he/she demonstrates each of the competencies below, with 1 being "Not at All" and 6 being "Very Much."

	Not at All			Very Much		
1. Action-oriented	1	2	3	4	5	6
2. Approachability	1	2	3	4	5	6
3. Business/Organizational Acumen	1	2	3	4	5	6
4. Compassion	1	2	3	4	5	6
5. Donor Focus	1	2	3	4	5	6
6. Drive for Results	1	2	3	4	5	6
7. Ethics and Values	1	2	3	4	5	6
8. Integrity and Trust	1	2	3	4	5	6
9. Interpersonal Savvy	1	2	3	4	5	6
10. Listening	1	2	3	4	5	6
11. Motivating Others	1	2	3	4	5	6
12. Presentation Skills	1	2	3	4	5	6
13. Productive Work Habits	1	2	3	4	5	6
14. Telephone Communications	1	2	3	4	5	6
15. Written Communications	1	2	3	4	5	6
16. Willingness to be Vulnerable	1	2	3	4	5	6
17. _____	1	2	3	4	5	6
18. _____	1	2	3	4	5	6

# Competency Assessment (cont.)

## Part II

**INSTRUCTIONS:** With your assessment in mind, rate how much you agree with each statement below.

1. I believe this candidate adequately demonstrates the desired characteristics of a major gift professional.

Not at All Very Much  
1            2            3            4            5            6

Comments:

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2. I believe this candidate would be an excellent addition to our team.

Not at All Very Much  
1            2            3            4            5            6

Comments:

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3. I recommend we hire this candidate for the position sought.

Not at All Very Much  
1            2            3            4            5            6

Comments:

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