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| **Date Posted: 11/18/21** | **Date Expires: 11/25/2021** |
| **Position title: Major Gifts Officer** | **Reports to: Executive Director of Development** |
| **Department: Development** | **Status: Full-time** |
| **Position type: Sr. Staff** | **Relevant work experience: 5+ Years** |

**Position summary:** This position is responsible for the identification, cultivation, and solicitation of potential major donors capable of making gifts in the $25,000 and up range and building an effective prospect management system to do so. The position requires significant strategic thinking and donor management to develop a specific plan through which a potential donor can be moved from financial prospect to major gift, as well as superior coordination skills to work with cross functional teams to do so. Exceptional communication and interpersonal skills are required including written, verbal, and personal contact with donors and their advisors.

**Essential Duties:**

* Manage a portfolio of 150-200 donors, drawn from a mix of, long-time donors and new prospects who have been researched and pre-qualified by the development department.
* Engage in face-to-face solicitation of major gifts, and partner with senior and program staff on donor engagement opportunities.
* Create fundraising strategies for each person in the portfolio based on the donor’s history of giving and the Agency’s knowledge of that donor’s potential.
* Provide support to senior staff in preparation for solicitations, including developing appropriate briefing materials in advance of meetings.
* Develop and execute cultivation and stewardship opportunities for donors and prospects in the portfolio and participate in donor-focused events.
* Track portfolio activity and progress in the donor database. Create reports as required by management that accurately reflect portfolio activity and performance.
* Provide stewardship for gifts from all donors within your portfolio, in addition to donations made from other high-level donors identified by the individual giving team.
* Attend required meetings and events.

**Qualifications and Experience:**

* At least five years’ fundraising experience with established track record of identifying, cultivating, soliciting, closing, and maintaining major gifts from individuals.
* Able to build strong professional relationships with donors and their advisors, creating a climate of confidence and trust on the part of donors.
* Ability to track the progress of each major account using Raisers Edge and other database programs.
* Proven ability to work well with teams in complex situations and to manage multiple priorities simultaneously.
* Bachelor’s degree required.
* Proficiency in computer skills including use of Microsoft Office, Raisers Edge.
* Computer proficiency in Microsoft Office.
* Working knowledge of Raiser’s Edge a plus.
* Superior relationship building and communication skills.
* High energy, enthusiasm, and a strong work ethic.
* A team-oriented, collaborative style.
* Excellent organizational, time-management, and follow-up skills.
* Able to participate in agency/community events, as necessary.
* A strong alignment with Homeboy Industries’ mission and a passion for social justice.

**If you are interested in applying for this position, please complete the application form and submit to Human Resources along with a copy of your resume.**