

## Major Gifts Officer

### Job Description

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| <b>Reports To:</b>                   | Chief Philanthropy Officer |
| <b>Supervisory Responsibilities?</b> | No                         |
| <b>FLSA Classification</b>           | Exempt                     |
| <b>Work Status</b>                   | Full Time                  |
| <b>Effective Date</b>                | August 2011                |
| <b>Revision Date(s)</b>              | June 2017                  |

### **POSITION SUMMARY**

Implement a focused major gifts development plan with the goals of cultivating relationships, stewarding donors, and soliciting \$5,000+ gifts from major donors and prospects. The primary focus is on individual donors, but this position will also have accountability for some corporate and foundation giving. The Major Gifts Officer will assist with capital campaign strategy and campaign efforts. This position will work in collaboration with the Development and Communications Team, President and CEO, other members of the Executive Leadership team, and the company's Development Committee and Board on major gifts strategy and execution.

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Second Harvest Food Bank (SHFB) believes that each employee makes a significant contribution to the success of the company; that contribution should not be limited by the work identified assigned tasks, and overall responsibilities. Each employee is expected to offer his/her talents, expertise, and services whenever necessary to ensure the achievement of company goals.

### **ACCOUNTABILITIES**

- Develop and execute a plan for soliciting \$5,000+ gifts in the context of an annual revenue goal of approximately \$700,000 for individual, corporate and foundation major gifts and sponsorships.
- Manage a portfolio of 50-100 donors and prospects. This includes all phases of the gift cycle (identifying and qualifying new prospects, initiating contact with donors, customizing cultivation and solicitation strategies, engaging in direct solicitation or facilitating solicitation meetings as appropriate, and implementing stewardship initiatives). Prepare personalized solicitation packages that focus on organizational needs, funder interests and recognition, as appropriate.
- Help plan and execute major donor cultivation, stewardship and fundraising events.
- Assist with capital campaign planning and strategy and the cultivation, solicitation and stewardship of capital campaign donors.
- Work closely with Second Harvest's Development Committee and Board of Directors on major donor strategy, cultivation and solicitation.
- Collaborate with the Community Relations Manager, Grants Team and Volunteer Services on corporate and foundation giving and sponsorships. Solicit sponsorships for fundraising events.
- Strong orientation towards an analytical and data/goal-driven major gifts program. Work closely with the Director of Development and Donor Services Supervisor on implementing the portfolio management system, measurement and reporting of metrics/progress in Raiser's Edge. Report monthly on activity and results compared to goals and objectives. Consistently maintain up-to-date data, notes and actions in Raiser's Edge.

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- Cooperate with the President and CEO and Chief Philanthropy Officer on board giving, with focus on 100% board participation. Develop incentive program to motivate growth.
- Collaborate with Communications Team on select donor materials. Participate in media interviews as spokesperson for Second Harvest, as requested.
- Be able to translate the company's mission and programs into fundraising initiatives that garner strong and consistent financial support.
- Spend the majority of time out of the office engaging with donors. Work independently and be self-motivated in contacting donors through face-to-face meetings and solicitations.
- Engage in networking and ongoing professional development activities.
- Participate in meetings and committees as appropriate.
- Comply with all SHFB policies and procedures.
- Maintain a professional, positive, and courteous demeanor.
- Perform other duties as assigned to meet company needs.

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## **QUALIFICATIONS**

**Education:** Bachelor's Degree required. Advanced degree and/or CFRE certification a plus.

**Experience:** 2+ years of experience executing successful major gifts programs.

### **Skills and Capabilities**

*The ideal candidate will possess many of these professional and personal abilities and attributes:*

- Ability to develop successful strategies and an actionable framework for major gifts.
- Track record of accountability and leadership in major gifts, working in concert with a team of development/communications professionals and volunteers.
- Experience collaborating with Development Committees and board members on major gifts.
- Knowledge of and experience with Raiser's Edge and prospect research tools.
- Ability to build rapport with prospects, donors, volunteers and the public with diplomacy, discretion and customer-service orientation.
- Excellent interpersonal and verbal/written communications skills.
- Respect for confidentiality and accuracy in handling donor information.
- Strong work ethic with the ability to work well in a team-oriented, goals-driven department.

**Allowable Substitutions:** Combination of education, experience, and/or training that provides the required knowledge and skills for the position may be considered in lieu of education and/or experience at the company's discretion.

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## **WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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The primary office setting (located in the administrative area of the food bank) has high lighting levels, is temperature controlled, and has limited potential for hazards. This position requires being in the field 70% of the time, driving 10% of the time, and working in an office setting 20% of the time. A vehicle is necessary as is current auto insurance. Some travel for overnight trainings is required. Occasionally, warehouse duties for repack or salvage may be required as well as the need to respond to issues outside of normal working hours (e.g., special events, disaster response, etc.). Pushing, pulling, lifting, and/or carrying objects up to 25 pounds may be required. With forklift traffic in the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment.

By signing below, I acknowledge that I have read and understand this job description.

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Employee's Printed Name

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Employee's Signature

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Date

*The above statements are intended to describe the general nature and level of work performed by employees assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills. This job description does not constitute an employment agreement/contract between SHFB and the employee and is subject to change as the needs of the company and requirements of the job change.*