

Major Gift Officer (MGO)

Job Title: Major Gifts Officer

Position: Full Time

Department: Fundraising

Location: Remote/Work from Home

Summary:

The Major Gift Officer position is an exciting new opportunity to support the expansion and growth of the Fundraising team. In this position you will develop long-term philanthropic relationships with an assigned group of donors and prospects with the ultimate goal of soliciting these individuals for a major gift to HHRD. In conjunction with regional teams and other Fundraising staff, you will develop and implement strategies to advance philanthropic interests on behalf of HHRD in assigned geographic regions. This position presents a huge opportunity to build a new design exhibiting an entrepreneurial spirit. The MGO will have a dotted line to RM's and Regional leadership. This position offers a remote/hybrid schedule conducting business in a virtual environment. It may have some travel

Responsibilities:

- Identify, cultivate, solicit, and steward a portfolio of donors with capacity to make sizable gifts, meeting annual fundraising goals and expectations.
- Strategize and plan to upgrade mid-level donors working closely with regional teams.
- Network with regional teams to identify major donors and make an individualized plan to approach each major donor.
- Create individual goals for each donor in the portfolio based on the donor's history of giving and the organization's knowledge of that donor's potential.
- Meet every major donor in your portfolio at least once in a calendar year.
- Utilize Virtuous CRM for donor management, communication, note keeping, and to follow donor trends
- Create a Major Gifts Volunteer team in your specified territory. (Work with regional teams where needed) Develop collaborative relationships within regional teams and across the entire organization.
- Work with the appropriate program staff to secure project information to develop personalized materials directed at individual donors/prospects that are in line with donor interests, programmatic priorities.
- Flexibility to work weekends and holidays may be required.
- Perform additional duties assigned by your supervisor.

Qualification/Requirements

- Bachelors Degree or relevant Certification
- Ability to meet deadlines
- Excellent analytical skills and attention to detail
- Excellent organizational skills and the ability to excel at details, multi-tasking, and work under pressure
- Experience in the use of software programs such as MS Word, PowerPoint, Excel and database program

Stipend: The salary will be discussed during the interview process. Competitive Salary based on education and experience

Benefits:

- Flexible Schedule
- Health Insurance
- Potential Bonus Structure
- 401k