



### **Major Gifts Officer**

Schoke JFS is looking to hire a Major Gifts Officer as part of our strategic initiative to grow our annual fundraising by \$1M over the next several years. Schoke JFS' MGO is a full-time exempt position and will develop and manage a pipeline of major gift donors and prospects through the identification of prospects, stewardship, and solicitation of donors.

As an integral member of the Development Department, MGO may be called on to assist in the assessment and execution of the agency's fundraising goals, including annual campaigns, revenue generation around all organizational events, researching/prospecting new fundraising opportunities, and supporting other development activities as required.

#### **Reporting to Chief Advancement Officer, responsibilities include but are not limited to:**

- Manage a portfolio of major donors and prospects within the catchment area, ensuring timely, appropriate, and meaningful donor engagement and solicitation.
- Build a pipeline of donors who have potential to give larger gifts.
- Represent the agency in the communities we serve and engage with donor prospects directly
- Oversee major donor cultivation and stewardship activities/events.
- Accurately update and maintain major donor/prospect information and activity in donor database system.
- Collaborate with President/CEO, Director of Marketing, Director of Development and Chief Advancement Officer to draft articles, reports, letters and emails to our donor list related to acquisition, cultivation, stewardship and solicitation activities.
- Support Schoke JFS leadership and board in soliciting significant gifts, including creating background documentation, compelling asks, and follow-up plans
- Contribute to development team by attending meetings, supporting colleagues, collaborating on projects, and sharing information, as time permits, as assigned or as appropriate.

#### **Demonstrated Experience:**

- Fundraising. Proven ability to secure gifts of \$5,000+. 3+ years' experience and proven success in major gift fundraising.
- Relationship-Building. Skilled in relationship development with donors, prospects, lay leaders, community organizations, volunteers and colleagues. Ability to identify and cultivate new prospects.
- Data & Project Management. Knowledge of and experience with a CRM database, (Salsa preferred). Highly organized, detail-oriented, and strategic in project management, prioritizing

workload and meeting deadlines. Ability to handle multiple tasks simultaneously in a deadline-oriented environment.

- Schoke JFS. Understanding of agency programs and services, and appreciation of Jewish social and human services and willingness to learn about it.
- Communication. Ability to articulate and execute a vision for the growth and success of the organization. Effective oral and written communication skills. Ability to utilize different forms of relevant communication

**Required Skills/Qualifications:**

- Minimum of five years of nonprofit fundraising experience, including frontline fundraising, preferably at Jewish, human services, or similar organizations
- Exempt position will require availability on some nights and weekends with advance notice and based on the needs of contacts, prospects, agency, events and/or community
- Excellent writing and communication skills
- Professional with an entrepreneurial mindset and an ability to work well with diverse clientele
- Ability to plan, multi-task, manage workflow and produce under the pressure of deadlines and unexpected opportunities
- Demonstrated ability to work simultaneously on discrete projects and long-term goals
- Excellent time management skills and the ability to handle many details, focus on task completion and meet deadlines
- Proficient in Microsoft Office Suite, and comfortable learning new applications as they pertain to this position

Salary Range: \$100,000-\$125,000

**Benefits:**

- 403(b) matching
- Short-term and long-term disability
- Health insurance
- Dental insurance available (employee contribution)
- Vision insurance available (employee contribution)
- Paid time off

Schedule: Monday – Friday, 9:00 AM – 5:00 PM, occasional evening and weekend work will occur.

EEO, salary based on experience, benefits provided based on eligibility.

MY SIGNATURE BELOW INDICATES THAT I HAVE READ AND UNDERSTAND THE JOB DESCRIPTION AND AGREE THAT I AM QUALIFIED AS TO EDUCATION AND SKILL TO MEET THE REQUIREMENTS OF THE POSITION WITH OR WITHOUT REASONABLE ACCOMMODATION(S):

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Signature Date Supervisor Signature Date