



**connections**  
FOR THE HOMELESS

2121 Dewey Avenue  
Evanston, IL 60201  
847.475.7070

## JOB DESCRIPTION

### MAJOR GIFTS OFFICER

FLSA Status: Exempt

**Summary of Position:** The Major Gifts Officer is a fundraising leader who will join a highly motivated seven-person team responsible for 4M in private revenue, 2M of which is contributed by major donors. Working closely with the Chief Development Officer (CDO), this fundraiser designs and implements the major gift strategy and develops personal relationships with donors that drives the development program forward.

The Major Gift Officer also has an important role in the success of the ongoing 21M capital campaign. They will work closely with campaign consultants, the CDO and the CEO to cultivate, steward and solicit individual campaign supporters.

The Major Gift Officer manages the identification, cultivation, solicitation, and stewardship of individual and family foundation philanthropic supporters. The Major Gift Officer is responsible for the strategy behind the entire major donor portfolio, approximately 250 households, and directly solicits the top tier of the portfolio 100-125 households.

#### Specific Duties:

- Responsible for building and managing the major gift program, approximately 250 households, with an eye toward campaign supporters for the purpose of deepening engagement among existing major donors, increasing giving among donors, growing annual revenue, and increasing the number of major donors to Connections.
- Identify, research, qualify, and prioritize donors and prospective donors for major gift and campaign cultivation and solicitation.
- Draft and edit major and campaign donor correspondences, proposals, reports, acknowledgements and solicitations.
- Create and implement individual solicitation plans for 100-125 of the top tier major donor households for campaign and operational gifts.
- Develop comprehensive and customize solicitation and engagement strategies to generate new major gifts.
- As a member of the development team, actively participate in strategy sessions and help inform colleagues' major gifts strategies.

- Identify planned giving prospects and partner with the Chief Development Officer to secure new planned gift intentions and steward existing planned giving donors.
- As a member of the development team, support ongoing improvements to the systems/processes to operationalize and organize major gift work.
- Collaborate with development team members to shape and execute donor cultivation, engagement, and stewardship opportunities for all supporters.
- Assist with donor events, and other activities upon request.
- Adhere to the Code of Conduct and Core Values of Connections for the Homeless.
- Perform other duties as assigned.

**The following qualifications are requirements for the position:**

- At least five years' experience in fundraising with a proven track record of securing major gifts from individuals and advancing gift cultivation, solicitation, and stewardship strategies
- Experience with donor portfolio management including migrating and upgrading major donors.
- Comfort with picking up the phone to place cold calls, able to secure face-to-face meetings with donor prospects, excellent verbal, and written communication skills.
- Experience writing and executing successful fundraising appeals, analyzing data, and managing fundraising portfolios.
- Goal and results-driven with ability to meet deadlines in a fast-paced service environment.
- Accountable with an attention to detail and strong organizational skills.
- Ability to take initiative and anticipate the needs of donors, stakeholders, and colleagues.
- Proactively share information and communicate effectively with diverse audiences.
- Able to overcome obstacles, work independently and as part of a team.
- High degree of emotional intelligence and ability to manage competing priorities.
- Experience demonstrating discretion and holding sensitive and personal information about donors in confidence.
- Understanding of industry standard, regarding donor solicitation, confidentiality, gift crediting, stewardship, and financial principles that shape the work of fundraising professionals.
- Proficiency with constituent management and fundraising software.

- Advanced computer proficiency with Microsoft Office.
- Ability to attend after hour meetings/events as dictated by the needs of the Development department and/or agency.

**The following qualifications are highly desirable:**

- Familiar with DonorPerfect

**Other requirements:**

- Must submit to a criminal background check and submit to or provide evidence of a recent test for tuberculosis
- Valid Illinois Driver's License

**Reports to:** Chief of Development  
November, 2022