



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 (MGO) is a fundraising leader who will join a highly motivated and growing team responsible for \$4M in private revenue, \$2M of which is contributed by major donors. Working in partnership with a second MGO, the Chief Development Officer (CDO), and reporting to the Senior Director of Development, this fundraiser implements major gift strategies and develops personal relationships with donors. When successful, the MGO drives both operational and campaign giving efforts that push the development program forward.

The MGO manages the identification, cultivation, solicitation, and stewardship of individual and family foundation philanthropic supporters. The MGO is responsible for implementing the strategy and directly solicits a portfolio of 100-125 households.

Schedule and Work Environment: Connections for the Homeless offers a flexible work environment, as each unique position allows. This position will work at the Lake Street Church location in Evanston, IL. This is a full-time role with a flexible Monday through Friday daytime schedule as evening and weekend work will be required to meet with donors outside of working hours, to represent the agency at events, and to participate in agency events and board/volunteer committee meetings.

Specific Duties:

Donor and Prospect Research (20%):

- Identify, research, qualify, and prioritize donors and prospective donors for major gift and campaign cultivation and solicitation.
- As a member of the development team, actively participate in strategy sessions and help inform colleagues (including the CDO and CEO) of major gifts strategies.
- Identify planned giving prospects and partner with the Senior Director of Development to secure new planned gift intentions and steward existing planned giving donors.

Solicitation and Cultivation (50%):

- Build and manage a portfolio, approximately 100-125 households with gifts of \$1,000 or more for the purpose of deepening engagement among existing major donors, increasing giving among those donors, increasing the number of major donors to Connections and growing annual operating and campaign specific revenue.
- Draft and edit operational and campaign donor correspondences, proposals, reports, acknowledgements, and solicitations.
- Cultivate, steward, and solicit individual campaign supporters as well as provide operational support.

File Management, Documentation, and Organization (20%):

- Create, document and implement individual moves management strategies and solicitation plans for 100-125 major donor households for the campaign and operational gifts.
- Support ongoing improvements to the systems and processes that operationalize and organize major gift work.
- Document details of donors visits within DonorPerfect and collaborate with team members about follow ups.

General Development Responsibilities (10%):

- 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.
- Engage, as needed, in producing and editing materials, such as briefings, collateral, solicitation letters, articles, newsletters, and reports.
- Build relationships with participants, staff, key volunteers, community members, agency supporters, and board member.
- 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.
- Ability to attend after-hour meetings/events as dictated by the needs of the Development department and/or agency.

- Proficiency with constituent management or fundraising software
- Advanced computer proficiency with Microsoft Office.

The following qualifications are highly desirable:

- Familiar with DonorPerfect a plus.
- Valid driver's license and proof of insurance.
- 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, and excellent verbal and written communication skills.
- Goal and results-driven with the 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, working independently and as part of a team.
- High degree of emotional intelligence.
- Experience demonstrating discretion and holding sensitive and personal information about donors in confidence.
- Understanding of industry standards regarding donor solicitation, confidentiality, gift crediting, stewardship, and financial principles that shape the work of fundraising professionals.

Other requirements:

- Must submit to a criminal background check and submit to or provide evidence of a recent test for tuberculosis.

Reports to: Senior Director of Development
May, 2023