

## EPISCOPAL RELIEF & DEVELOPMENT

### JOB DESCRIPTION

**TITLE:** Major Gifts Officer

**REPORTS TO:** Vice President, Advancement

**DEPARTMENT:** Advancement, Major & Planned Gifts

**DIVISION:** External Relations

**LOCATION:** Remote USA, with preference for West Coast

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** February 2025

**EPISCOPAL RELIEF & DEVELOPMENT'S VALUE PROPOSITION** to funders is built on the quality of the technical expertise we develop with our partners, the proven impact it provides, and the access to the trusted networks our partners have in hard-to-reach communities. Together with all stakeholders, we are able to drive lasting social change. Our current strategic plan "Working Together for Lasting Change" includes strategies to diversify funding and to nurture meaningful, strategic partnerships with individuals and institutions. By 2030, we aim to have increased revenue to \$30M which represents growth of 50%.

**PRIMARY FUNCTION/PURPOSE:** The Major Gifts Officer develops and implements major and planned giving fundraising strategies to grow revenue by building and stewarding relationships with current and prospective individual donors and related family foundations, community foundations and businesses. He/She will focus on the Western Region and other assigned states supporting the organization's strategic goals.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develop and maintain long-term relationships with up to 150 donors who are actively giving \$10,000+ annually, have a planned gift or are capable of such giving.
- Meet annual target of \$1M - \$1.5M for unrestricted and priority program funding from current donor portfolio and new prospects.
- Strategically include President & CEO, Chief External Relations Officer, Vice President, Advancement and/or other Senior Leadership or program colleagues in cultivation, solicitation and stewardship when appropriate.
- Create cultivation plans and strategic asks to seek increased giving from current donors. Such plans and asks can include setting up in-person or virtual visits; organizing donor house events or webinars or preparing written proposals and reports.
- Research new leads to qualify their capacity to make a major gift.
- Maintain all relevant donor or prospect data in Raiser's Edge. Document relevant Actions such as: visits, cultivation, solicitation, stewardship, philanthropic or personal information that relates to a donor's current or future giving and any preferences for how to communicate with them.
- Ensure donor / prospect's capacity rating and related information is documented in Raiser's Edge.
- Stay informed about funding priorities and strategies at the organization.

**SUPERVISORY REQUIREMENTS:**

- No supervisory responsibilities.

**EDUCATION:**

- A Bachelor's Degree and/or equivalent experience.
- CFRE or other similar studies a plus.

**EXPERIENCE:**

- A minimum of eight (8) years of progressive fundraising responsibilities, soliciting and stewarding a major donor portfolio for annual, campaign and or planned gifts
- Proven experience successfully closing five and six-figure gifts
- Demonstrated progressive and successful experience in soliciting major gifts
- through in-person or virtual visits as well as proposals
- Demonstrated ability to build rapport with prospects and donors and successfully move them through the stages of engagement
- Demonstrated time management, attention to detail, and ability to manage multiple projects simultaneously
- Proven success in meeting fundraising targets
- Experience working in a nonprofit or a faith-based environment is a plus

**RELATED SKILLS:**

- Excellent communication skills, both written and oral
- Sound working knowledge of fundraising principles
- Ability to comprehend and effectively communicate the organization's mission to donors
- Ability to effectively influence donors and to represent the institution
- Excellent interpersonal skills with the ability to manage difficult situations with tact and diplomacy while empowering and supporting without alienation
- Ability to collaborate and build consensus internally and externally
- Excellent skills in critical and analytical thinking
- Sound judgment and ability to maintain confidentiality
- Ability to strategize and implement long-range planning processes
- Ability to multi-task and prioritize work in a fast-paced environment
- Strong attention to detail with the ability to work well under pressure and to relate to people of different ethnic and economic backgrounds
- Ability to establish and build relationships with a diverse array of people
- Proficiency with Microsoft Office, Google tools, and donor database
- Fluency in English essential, additional languages a plus
- Strong personal commitment to the mission and organizational values of Episcopal Relief & Development and cultural diversity, equity, and inclusion efforts in the workplace

**OTHER REQUIREMENTS:**

- Ability to work independently and from a (remote) home office and report regularly about progress and challenges
- Ability and willingness to travel 40% of the time in the US for trips of approximately 3–5 days
- May be required to work long hours and a varied schedule, including evenings and weekends

*The position description is a guide to the critical duties and essential functions of the job, not an all-inclusive list of responsibilities and/or qualifications. Position descriptions are reviewed and revised to meet the changing needs of Episcopal Relief & Development at the sole discretion of management.*

**SALARY & BENEFITS:**

Annual salary range of \$95,000-\$110,000.00

Competitive, comprehensive benefits package offered

**How To Apply:**

Email resume and cover letter to [careers@episcopalrelief.org](mailto:careers@episcopalrelief.org) with the subject line "Major Gifts Officer." For more information, visit our website at [www.episcopalrelief.org](http://www.episcopalrelief.org).

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