

## **POSITION DESCRIPTION**

### **MAJOR GIFTS OFFICER**

**DEPARTMENT:** Development

**REPORTS TO:** Vice President of Development

**TYPE:** Exempt

**PROFILE:** Development Professional, full-time, site-based position

#### **PRIMARY FUNCTION**

Under the direction of the Vice President of Development, the Major Gifts Officer is a key fundraiser who actively drives philanthropic support for the Boys & Girls Club of Pasadena (BGCP) through exceptional relationship management, including the identification, cultivation, solicitation and stewardship of major donors. This results-driven professional will be adding fundraising capacity with this position, maintaining a portfolio of approximately 100-125 donors with potential to give \$5,000 and beyond. In partnership with our 26-member Board of Directors and CEO, the Development Team is building upon a history of strong individual support of BGCP while creating new systems for cultivating, soliciting, and stewarding major donors. This is a highly collaborative role in which the Major Gifts Officer will partner with colleagues to reach a significant annual fundraising goal through major gifts from individuals and family foundations, and increase it each successive year.

#### **VALUES**

All employees are expected to promote and adhere to Boys & Girls Club of Pasadena's values: integrity, collaboration, accountability, respect, and excellence.

#### **KEY ROLES (Essential Job Responsibilities)**

##### **Strategic Planning**

- Support the advancement and implementation of BGCP's Strategic Plan goals:
  - *Expand and deepen BGCA's value proposition for youth, families, and the community*
  - *Ensure a Club experience for teens that prepares them for success in college and career*
  - *Foster mutually beneficial strategic partnerships*
  - *Build BGCP's financial sustainability and resilience*

##### **Fundraising Functions**

- Build and manage a personal portfolio of major gift prospects and donors, through the formulation and implementation of major donor engagement and solicitation plans, and effective strategies leading to new and sustained annual and multi-year major gifts.
- Continuously grow major donor prospect pipeline through regular screening and qualification processes. Utilize BGCP's existing base of individual support to develop a pipeline that moves lower-level and mid-level donors toward becoming major gift donors.
- Lead the design of a new moves management system for major donors, leveraging DonorPerfect database, wealth screening, and other tools.
- In collaboration with CEO and VP of Development, make major gift solicitations to donors, most of whom will be approached for the first time for a major gift.
- Carry out consistent and personalized donor outreach to assigned donors in collaboration with Development Team members, ensuring that Club supporters receive relevant updates, event invitations, volunteer opportunities, and other meaningful engagement opportunities.
- Help major donors realize and fulfill their passion for and interest in BGCP, and be moved to retain and/or upgrade their annual support.
- Assist with the creation and implementation of the annual Resource Development Plan that incorporates a range of strategies, including major donor program strategies.
- Produce cogent and compelling fundraising proposals and supporting documents, including gift agreements as needed to solicit and close donations.
- Prepare personalized letters and messages to thank and engage donors, and ensure that donors receive excellent customer service and stewardship.
- Conduct appropriate research on donors and prospects, and enter key findings in donor database.
- Collaborate with the Development Team to ensure that donor and gift records and reports are maintained accurately and updated in a timely fashion in DonorPerfect; document donor interactions in the database.
- Maintain in-depth knowledge of BGCP priorities and programs. Build and maintain strong working relationships with key staff across Programs, Development, and Administrative teams to understand program needs and opportunities, identify potential donor stewardship and cultivation opportunities, and develop fluency with BGCP's story and data.
- Plan small-scale donor cultivation events with major gift prospects and donors.
- Attend and support BGCP fundraising, networking, and community events (some evenings and weekend work will be required), and serve as a key ambassador for BGCP.
- Attend donor meetings, lead donor tours of Club locations, and arrange donor meetings; prepare donor briefings and profiles as required.
- Other duties as assigned.

## **RELATIONSHIPS**

- Establish and maintain appropriate communications with Club executives, Board members, staff peers, and volunteers.
- Foster positive relationships with current and potential donors through direct, professional contact verbally and in written communication.

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

- Must be able to sit, stand, bend, stoop, lift and walk 25% of the time on the job.

- Must be able to work in a loud and high-energy environment with many children in motion.
- Frequently operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Occasionally move equipment weighing up to 50 pounds.
- Must be able to remain in a stationary position 75% of the time.

## **QUALIFICATIONS**

- Bachelor's degree from an accredited college or university.
- 6-8 years of non-profit fundraising experience strongly preferred, especially in the areas of donor relations, gift solicitations, and/or campaign management.
- Proven track record of successfully cultivating, closing, and retaining new and renewed five-figure gifts and up from individuals.
- Excellent written and verbal communication skills in person, by phone, or electronically.
- Proficient in the use of various MS Office programs, including Word, Excel, and Outlook.
- Fluency with technology tools used for Development and fundraising, including donor databases.
- Attention to detail, project management skills, and being highly organized a must.
- Knowledge of development and communications principles and practices.
- Interest and desire to learn how to become an impactful Development professional.
- Strong commitment to personal and team excellence, innovation and constant growth and improvement.
- Ability to think strategically and creatively, as well as to innovate, implement and follow through.
- Deep appreciation for and personal interest in the BGCP mission and community.
- Ability to work under pressure, with grace, diplomacy and joy.
- Ability to be a compelling advocate and ambassador for BGCP.
- Upbeat, positive attitude, good sense of humor, and willingness to pitch in as part of a larger team when/where needed.
- Ability to prioritize and manage multiple projects efficiently/effectively with minimal direction to achieve milestones.
- Strong ability to take initiative and ownership of projects and duties once assigned.

**COMPENSATION:** \$80,000 per year

## **BENEFITS**

- 10 days of Vacation Pay
- 13 days of Holiday Pay
- 10 days of Sick Pay
- Elective Medical Coverage (100% employer paid for Employee only; up to base plan)
- Elective Dental Coverage (100% employer paid for Employee only)
- 403a savings plan contribution (BGCP-only contribution of 3% of gross base salary; Employee does not contribute to this)
- 401k savings plan (100% Employee contribution; BGCP does not contribute to this)

- Long Term Disability (100% of premium covered by BGCP for Employee only)
- Life Insurance (100% of premium covered by BGCP for Employee only)
- Vision Insurance (100% of premium covered by BGCP for Employee only)
- AFLAC Benefits (100% employee paid)
- Paid birthday day

**DISCLAIMER**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

**APPLY VIA INDEED [HERE](#).**