



**Position:** Major Gifts Officer

**Report To:** Chief Executive Officer

**Type:** Full-time Exempt

**Job Purpose:**

The Major Gifts Officer works closely with the CEO for the strategic development and implementation of a comprehensive fundraising plan for current and prospective donors. In addition, the MGO is responsible for a portfolio of individual and corporate donors.

**Duties:**

1. Responsible for meeting annual financial and activity goals through the successful cultivation, solicitation, and stewardship of a portfolio of 50-100 donors who can give in excess of \$2,500
2. Developing annual strategies for identification, solicitation, and cultivation of Major Gifts donors and prospects
3. Manage the CRM database and keep contacts up to date with activity
4. Execute mid-level gift materials, including briefing memos, thank you notes, and stewardship materials
5. Develop a strategy for mid-level donors, ultimately creating high-level prospects
6. Monitor weekly, monthly, quarterly, and annual activities to achieve revenue goals.
7. Build a prospective pipeline for grants, donors, and corporate sponsors
8. Support the annual budgeting plan
9. Plan in-person meetings with current and prospective donors (150 annually)
10. Create and maintain an annual development plan
11. Plan cultivation and stewardship events for prospective donors, current donors, and volunteers

**You have:**

1. Degree required
2. A minimum of 4 years of direct front-line fundraising experience within the non-profit industry
3. A proven track record of stewarding and cultivating individual high-net-worth donors and securing \$5,000+ gifts
4. Excellent communication skills
5. Strong team collaboration skills
6. Technology literate with Microsoft Office, SharePoint, ppt

**Preferred Qualifications:**

1. Certified fund Raising executive (CFRE)

**Work Environment:** Amaanah Refugee Services works remotely with in-person elements for meetings and networking events.

**Salary:** \$75,000 - \$89,000

*Those interested in applying, should apply at: <https://www.indeed.com/company/Amaanah-Refugee-Services/jobs/Major-Gift-Officer-660c8178b891c20a?fccid=a1c2b77ff4441e2d&vjs=3>*