

Feeding America West Michigan
Position Description

Job Title: Major Gifts Officer

Reports to: Development and Marketing Director

Position Description:

This is an exciting opportunity for a highly motivated, dynamic and talented individual with experience in the field of fundraising. The ideal candidate will have 5-7 years of relevant work experience, strong analytical skills, comfort engaging with major donors, and the ability to prioritize under deadlines. The Major Gifts Officer is responsible for managing a portfolio of qualified donors with the capacity to make major gifts to the food bank. Responsibilities will include identifying prospects, developing individual donor strategies, meeting face to face and soliciting prospects.

Position Responsibilities:

- Maintain a portfolio between 75 - 150 individual major donors and prospects by proactively creating and implementing strategies for the cultivation, solicitation and stewardship of donors with the capacity to make gifts of \$5,000.
- Through research and best practices, identify, cultivate and solicit individuals for general operating support, program support and endowment, rooted in our organizational case for support.
- Prepares customized proposals, presentations, and stewardship reports for major individual donors.
- Develops monthly solicitation strategies and financial targets as well as multi-year financial projections.
- Participate in securing transformational gift opportunities and works to secure those gifts as part of \$5 million advancement campaign.
- Strives for a high level of donor satisfaction and engagement with a mindset on the donor experience.
- Assists development team with developing budget, goals, and performance measures for building the major gifts program and analyzing results.
- Recommends strategies for improving donor engagement and reducing attrition rates.
- Performs other duties as assigned within the scope of the position.

Essential Skills and Experience:

- Minimum five (5) years of effective fundraising experience, with demonstrated success in major gifts fundraising.
- Established track record of cultivating relationships, soliciting gifts, and working with donors and volunteers.
- Strong organizational and planning skills and the ability to communicate effectively and think strategically, prioritize, and develop/meet deadlines.

- Understanding of the record-keeping and stewardship systems that support a successful donor relations program.
- Comfortable with working in a collaborative environment, as part of a team.
- Excellent communications (written and verbal) and presentation skills.
- Ability and willingness to participate in events outside the workday schedule (e.g., evenings and weekends).

Minimum Qualifications:

- A Bachelor's degree from an accredited college or university preferred.
- Technology and computer literacy is essential. Applicant must be proficient in Microsoft Office programs and fundraising database experience (e.g., Raiser's Edge) is preferred.
- Valid driver's license, good driving record, and meet State required automobile insurance minimums.

Please send cover letter and resume to Pattijean McCahill at pattijeanm@feedwm.org