



**Emergency
Family
Assistance
Association**

**EMERGENCY FAMILY ASSISTANCE ASSOCIATION
JOB DESCRIPTION**

Job Title: Major Gifts Officer
Hours of Work: 40 hours per week
Reports to: Director of Development & Communications

Position Summary

The Major Gifts Officer designs, develops, and implements EFAA’s major gifts program to reach maximum revenue potential for the organization. This includes qualification, cultivation, solicitation, acknowledgement, and stewardship of EFAA’s existing major individual donors and prospects. The Major Gifts Officer works closely and collaboratively with the Director of Development & Communications and the Executive Director, as well as board members and other external stakeholders. The Major Gifts Officer supports our donors in accomplishing their philanthropic goals and ambitions through a relationship with our organization.

About EFAA

EFAA’s mission is to provide stabilizing services, innovative programs, and transformative advocacy to strengthen families and create a thriving community. As an organization we value community, resiliency, innovation, integrity, equity, and impact. For over 100 years, EFAA has provided a local safety net to vulnerable households, and has increasingly developed deeper programming to more systemically reduce poverty, prevent homelessness, build family resilience and create a more equitable community.

Essential Functions

- Develop strategy and manage process to build relationships with existing major donors and prospects, motivating them to maintain and increase their level of participation, through targeted communication efforts as well as through personal solicitation
- Solicit annual gifts and multi-year commitments from major individual donors and prospects at the \$5,000-\$69,999 level
- Manage existing blended portfolio of 150 major donors and prospects, planned giving donors, as well as donors with an inclination to upgrade their giving to the major gifts level
- Create, implement, and track customized strategy/moves management plans for each donor in portfolio
- Make direct, face-to-face solicitations, and assist the board and other staff with their solicitation (e.g. provide prospect briefs, strategic counsel, help with donor communications)
- Work across the department to support donor pipeline for upgrading donors

- Qualify donor prospects to determine donors' interest in having a deeper relationship with the organization before including them in your portfolio
- Work with department and communications staff to develop donor-focused materials/collateral, including prospectuses, letters, appeals, general giving vehicle brochures, and planned giving materials
- Oversee gift agreements and manage any subsequent reporting for all restricted gifts
- Strategize, help execute, and attend cultivation and stewardship events for donors and prospects
- Project manage end-of-year, in-house major donor appeal
- Develop strategy for outreach to and stewardship of planned giving prospects and donors
- Acknowledge donors through public and private recognition
- Track and report on portfolio performance using key specific metrics
- Support the Director of Development and Executive Director in securing new and renewed gifts
- Work with the programs, finance, and communications departments to secure appropriate project information, including budgets, to create meaningful offers, proposals and asks
- Work with the Director of Development to create and manage major gifts program budget; track and report on progress to goal including gifts and pledges
- Participate with department staff in the development of annual department planning

Skills / Competencies

- Bachelor's degree or equivalent work experience
- 3-5 years' experience managing high level donor relationships with demonstrated experience closing gifts of \$5,000 and above
- Ability to conceive, plan and execute a major gifts program
- Extensive experience in fundraising with specific knowledge of complex giving vehicles/arrangements
- Exemplary oral and written communications skills to be able to communicate effectively with donors
- High level proficiency in database/CRM moves management, Microsoft Suite, G-Suite; experience with Raiser's Edge NXT a plus
- Highly motivated and strategic-thinker, exhibiting a high degree of self-discipline
- High level of discretion and ethical approach to fundraising
- Passion for EFAA's mission of helping families and individuals thrive and a commitment to excellent donor service
- Light physical demands (i.e. spending hours listening and talking; working on the computer and phone; driving to appointments and events; and occasionally working long days, nights or weekends)
- Commitment to EFAA's mission and to the principles of diversity, equity and inclusion

Compensation

This is a full-time position (100% FTE) or 40 hours per week. The salary range for this position is \$60,000-\$72,000. Competitive pay commensurate with education and experience.

Why You Should Apply

EFAA's culture is employee-focused, providing access to a generous benefits package including:

- Competitive paid time off and holidays
- Choice of employer-paid health insurance plans, including family coverage options
- Employer paid Simple IRA contributions
- RTD Ecopass
- Language bonus for bilingual English / Spanish employees
- Family friendly policies and practices
- A commitment to professional development and training

How to Apply

Please email your cover letter and resume to resumes@efaa.org with the subject line “Major Gifts Officer”. Applications will be reviewed on a rolling basis.

Non-Discrimination Policy

Our people are the foundation of who we are as an organization. Attracting, hiring and retaining diverse talent enables us to be more innovative and better serve our employees, volunteers, participants, and the community. EFAA is dedicated to the principles of equal employment opportunity (EEO). We are committed to recruiting, hiring, training and promoting qualified people of all backgrounds, regardless of age, race, sex, color, religion, creed, national origin or ancestry, disability, military status, sexual orientation, or any other status protected by applicable state or local law. Currently, due to health guidance, all staff with the exception of essential staff are working remotely. Options of some portion of the job to be performed remotely exist after COVID, but significant on-site presence will be expected.