



POSITION TITLE: Major Gifts Officer

STATUS/PAY: \$45-50/hr, part-time non-exempt, 25 hours a week (.625 FTE)

BENEFITS: 10 paid holidays and last week of December
10 vacation days prorated based on total FTE
Medical, dental, and vision health insurance

SUMMARY: *The Major Gift Officer works with a passionate team, a supportive Board, and remarkable residents and caregivers to create and steward relationships with individuals, partners, and other stakeholders to support our innovative housing models and exceptional housing education. This person manages the design and implementation of large-scale campaigns and one-on-one donor engagement and is responsible for building long-term relationships with current donors and establishing new donor relationships. They will lead the driver of strategic direction on all fundraising initiatives and set new, ambitious goals to maintain and increase the number and size of major gifts, sponsorships, and major grants. They will work directly with event planners, staff, board, and volunteers for two annual fundraising events and other fundraising opportunities. Work hours are flexible as related to key responsibilities.*

KEY RESPONSIBILITIES:

- Relationship development and management of donor portfolio of individuals, sponsors, and prospects with the goal of deepening engagement, renewing gifts, and increasing affinity and giving
- Provide strategic leadership around annual fundraising (via digital, face-to-face solicitation, and direct mail) campaigns, recognition programs, and fundraising initiatives
- Provide event supervision related to planning and the logistics of annual fundraising events and other programs, including the hired event planners. Manage event audience development, post-communications, and stewardship
- Support donor engagement pipeline process, including identifying, cultivating, soliciting, and stewarding relationships
- Track donor interaction and management process in donor CRM, prospect research, and general inquiries. Use of data to adjust or make recommendations for ongoing improvements
- Develop proposals and stewardship reports, including data for major gifts and relationship building
- Assist with research and development of grant applications for government and foundation funding
- Strong commitment to working collaboratively with all stakeholders, including donors, staff, Board, volunteers, residents, families, and care providers
- Participation in online meetings, in-person team meetings, team events, house visits, and community-building activities

QUALIFICATIONS:

- Three to five years of nonprofit fundraising experience
- Demonstrated track record in fundraising and significant donors' stewardship
- Effective persuasive oral and written communication skills
- Effective interpersonal skills with demonstrated ability to develop collaborative internal and external working relationships
- Work from-home position that requires individual to live locally and effectively engage donors, sponsors, and partners in person and will require attendance at local events
- High levels of organization and prioritization
- Sound judgment, discretion, and commitment
- Experience and passion for supporting the disability community

To Apply:

- Send an email including why you would be an excellent fit for Community Homes and attach your resume to: violet@community-homes.org with the **subject line Major Gift Officer_LAST NAME_FIRSTNAME**. Finalist candidates will be contacted for interviews.

*Community Homes employees are required to be fully vaccinated against COVID-19 (proof of vaccination will be requested during the onboarding process for the successful candidate).

Community Homes is an equal-opportunity employer. We value lived experience as a significant component of qualifications. We actively recruit, support, and advance persons of diverse backgrounds within the organization. We believe that having a board, staff, and volunteers with diverse personal and professional backgrounds enhances our ability to meet our mission and creates a vibrant environment where individuals can learn, grow, and thrive.

<http://www.community-homes.org>