



**JOB DESCRIPTION: Major Gifts Officer**  
**Reports to: Chief Philanthropy Officer**

**Position Profile**

The Major Gifts Officer (MGO), under the direction of the Chief Philanthropy Officer (CPhO), partners with the CEO and volunteers who assist Community Resource Center (CRC) with philanthropy. The MGO is an integral member of the fund development team pursuing and securing funds which enable CRC to build its financial capacity, successfully implement its programs, and expand its community impact.

This is an ideal opportunity for a talented relationship builder, good listener, experienced fundraiser and passionate connector to play a critical role in growing an innovative organization that provides individuals and families in North County with healthy food, stable housing and safe relationships.

**Essential Functions and Responsibilities**

Major Giving: 80%

- Work closely with CPhO to understand and support department priorities and strategies
- Gain a complete understanding of programs and capital projects in order to articulate the case clearly and persuasively
- Identify, qualify, cultivate, solicit, close and secure gifts of \$10,000 and more, acknowledge and thank, and steward current donors and new donor prospects
- Work cooperatively with all departments to further understand the impact of giving so this can be communicated to potential donors
- Maintain focus on donor driven, relationship-based gift development
- Maintain an active portfolio of both current and new campaign and major gift prospects; strategically and consistently move the prospects through the cultivation and solicitation process
- Establish relevant goals for individual donors with consideration to their potential giving capacity and be accountable for related goals and financial outcomes
- Conduct research and review donor information for the purpose of gift cultivation, solicitation, stewardship and retention
- Arrange for meetings between donors and the CEO, CPhO, Chief Program Officer (CPO), and/or Board members and development volunteers to establish relationships and lay the groundwork for the solicitation of major gifts
- Maintain appropriate knowledge of professional information, such as giving options, applicable laws and tax regulations

Organizational & Operational: 20%

- Ensure that donor database maintenance, donor contact information, donor gift acknowledgement and recognition, gift stewardship, and accounting procedures are completed accurately and timely.
- Utilizing the donor database mobile app, timely and relevant data input into donor records
- Prepare and submit monthly progress reports
- Be familiar with Planned Giving resources and redirect potential donors
- Communicate prospects for sponsorships to CPhO/development team for follow-up and cultivation
- Attend networking opportunities and provide reports on same
- Attend staff meetings, conferences, trainings or briefings, as directed
- Miscellaneous duties as assigned

## Requirements

- Bachelor's Degree in a related field; CFRE Certification or advanced degree in related field strongly preferred
- 7-10 years of professional experience, ideally 6+ years as a leader in fundraising, capital campaigns and special events management
- Professional maturity with the confidence and humility to inspire and infuse donors and teams with purpose and enthusiasm about CRC's mission
- Emotional intelligence, problem-solving and analytical skills, with an ability to clearly identify strategic challenges and opportunities to maximize major donor engagement
- Previous experience creating budgets for donor presentations, as well as an understanding of organizational budgets and financials
- Ability to create personalized proposals and presentations for donors
- Ability to multi-task in a fast-paced environment
- Excellent verbal and written communication skills
- Proficiency in database management such as eTapestry, Microsoft Office Suite, and other computer skills
- Use discretion and good judgement in handling confidential information

## Core Competencies

- Trustworthy, Relational and Likeable
- Collaborative
- Results oriented
- Good Judgement
- Analytical
- Visionary
- "Roll up your sleeves" attitude

## Physical Requirements

- With the exception of events and in-person meetings, this position is mostly sedentary. It also includes walking, stair climbing, and normal motions associated with an office environment.
- Ability to work in a standard office environment at a computer, including repetitive use of a keyboard and mouse.
- This position requires standard visual and auditory acuity and manual dexterity associated with an office environment.

This position is full-time **exempt** and is paid according to federal and state laws. Candidates selected for hire are required to undergo **a credit check and a LiveScan background screening**.

The salary range for this position is \$90-102k per year, depending upon experience.

Community Resource Center is an Equal Opportunity Employer (EOE). All employees must have the legal right to work in the United States without support; sponsorship is not available, nor is relocation assistance.