



Job Title: Major Gift Officer
Reports to: Chief Mission Delivery Officer
FLSA Status: Exempt, Salary

Date: March 2025
Department: Development

JOB SUMMARY

The Major Gift Officer is responsible for advancing the mission by securing philanthropic support through strategic donor engagement. This position is responsible for managing, growing, and stewarding a portfolio of 75-125 major gift donors and prospects, with a focus on securing contributions of \$5,000 or more. The MGO will cultivate relationships, develop tailored solicitation strategies, and steward donors to ensure long-term support. This role is essential in strengthening relationships with new and existing donors to maximize philanthropic support for Candlelighters, including contributions toward annual fundraising goals and transformational campaign gifts.

This position requires a results-driven, relationship-oriented professional with a deep understanding of fundraising best practices and a passion for mission-driven work. This role requires strategic insight, fundraising expertise, and a passion for relationship-building to support the organization's growth and mission.

DUTIES/RESPONSIBILITIES

Donor Relationship Management

- Manage a portfolio of 75-125 major gift donors and prospects.
- Develop and implement customized cultivation, solicitation, and stewardship strategies.
- Conduct a minimum of 8-10 significant donor meetings per month.
- Build and maintain strong, long-term relationships with high-net-worth individuals, corporations, and foundations.

Fundraising and Solicitation

- Secure a minimum of \$250,000 in major gift donations per year.
- Prepare compelling proposals, presentations, and gift agreements.
- Work closely with leadership to strategize donor engagement.
- Directly solicit major gifts and support leadership, board members, and key stakeholders in solicitation efforts.
- Identify and qualify new major gift prospects, creating comprehensive strategies for engagement.
- Explore and secure donor commitments for special campaigns and expansion projects.

Collaboration and Strategic Planning

- Partner with senior leadership, board members, and key stakeholders to align donor interests with organizational initiatives.
- Contribute to the planning and execution of yearly and multi-year fundraising campaigns.
- Engage in cross-departmental collaboration to support development efforts.
- Participate in and develop strategic donor engagement opportunities, such as small, targeted gatherings and larger stewardship events.
- Represent Candlelighters at external functions and events.

Data Management and Reporting

- Maintain accurate and up-to-date donor records using CRM system.
- Track donor activity and pipeline development to meet fundraising goals.
- Analyze donor trends to refine engagement strategies.

Performs other related duties as assigned.

KEY COMPETENCIES

- Strong interpersonal and relationship building skills and ability to maintain donor relationships.
- Exceptional verbal, written, and presentation skills with excellent attention to detail.
- High level of professionalism, discretion, and ethical integrity.
- Strong organizational, analytical, and problem-solving abilities.
- Ability to manage multiple priorities, work both independently and collaboratively in a fast-paced environment while collaborating with diverse stakeholders.
- Enthusiasm for working in a small organization where flexibility, teamwork, and good humor are absolute necessities.

REQUIRED SKILLS/ABILITIES

- Strong organizational skills and attention to detail.
- Excellent oral and written communication skills.
- Ability to multitask and manage priorities effectively.
- Strong customer service skills and ability to work collaboratively with staff, volunteers, and community partners.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and familiarity with database management.
- Commitment to maintaining confidentiality and professionalism.

EDUCATION and EXPERIENCE

- Bachelor's degree required.
- Minimum 4-6 years of experience in individual giving or major gifts fundraising.
- Proven track record of securing gifts of \$5,000+.
- Experience with CRM software and moves management.

TRAVEL REQUIREMENTS

- Position may require some travel, including overnight travel.

- Occasional evening and weekend availability required.

CERTIFICATES, LICENSES, REGISTRATIONS

Position requires a current valid driver's license, proof of authorization to work in the U.S., fingerprinting, and background check.

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Ability to move between office spaces, attend in-person meetings, and travel to meet with donors.

WORK ENVIRONMENT

This role is primarily office-based, with significant time spent meeting with donors. The work environment is representative of a typical office setting, and employees may encounter standard office conditions while performing the essential functions of this job. Reasonable accommodations will be made to support individuals with disabilities in performing these functions.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Employee's Name (printed)

Employee's Signature

Date