

**Job Title:** Major Gifts Officer  
**Department:** Development  
**Reports To:** Leadership Gifts Manager  
**Classification:** Regular, Exempt, Full-time  
**Location:** At least 1 day/week in the office in Concord, CA

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### **Summary**

The Major Gifts Officer is one of three positions on the Leadership Gifts Team, reporting to the Leadership Gifts Manager. The position will manage a portfolio of approximately 150 major gift prospects and donors (giving range of \$5000+) and oversee all related processes including the identification, cultivation, solicitation and stewardship of such donors and prospects.

### **Essential Duties and Responsibilities**

- Directly manage a portfolio of 150 donor and donor prospects capable of making a gift of \$10,000+ utilizing major gift best practices.
- Build and maintain relationships to implement strategic solicitation of donors for gifts that reach full philanthropic capacity.
- Develop written cultivation, solicitation and stewardship plans, utilizing a moves management approach.
- Work closely with senior management to develop strategies and tactics to expand the major gifts program.
- Help train, coach and inspire board members and other fundraising volunteers in cultivation, solicitation and stewardship of major donors and prospects. Partner with board members in making solicitations.
- Plan and execute cultivation and stewardship events each year.
- Create collateral materials for the major gifts program.
- Manage the planned giving program, including developing a quarterly e-newsletter.
- Conduct prospect research and generate prospect profiles. Prepare written proposals.
- Meet with donors throughout Contra Costa and Solano Counties as appropriate and visit distribution sites at minimum once per quarter.
- Other duties as assigned.

### **Qualifications**

- Bachelor's degree and a minimum of three years of experience in fundraising required. Experience in individual giving, annual fund program, or role with frontline fundraising preferred.
- Understanding of the role of Development and Major Giving Program within the context of a nonprofit organization, required.
- Strong track record of success managing and growing a portfolio of five-to-six figure donors.
- Proven track record working in a collaborative team environment with people of diverse backgrounds and circumstances and the ability to develop strong rapport and relationships with stakeholders including donors, volunteers, colleagues, board, and executives at the highest level.
- Experience evaluating processes and making strategic recommendations that increase fundraising success.

- Significant level of computer proficiency including MS Office and CRM tools; Salesforce experience preferred.
- Strong knowledge of project management principles including development and coordination of plans, communication, collaboration, budget, and time management.
- Ability to develop and use creative and innovative methods and the judgment to know when innovation makes sense.
- Ability to use independent judgment and make sound decisions.
- Excellent written and verbal communication skills; experience writing creative and impactful communication that inspires donors to give.
- Ability to work efficiently in a fast-paced, deadline driven role.
- Ability to work flexible hours, including evenings and weekends, as needed.
- Valid California Driver's license, current insurance and ability to be insured by Food Bank insurance, and personal vehicle. Ability to drive personal car for work related purposes (mileage will be reimbursed at the standard Federal rate).

### **Additional Information**

In instances of a federal, state or locally declared emergency, Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties. This position will require occasional travel throughout Contra Costa and Solano Counties.

### **Benefits**

We value our employees' time and efforts. Our commitment to your success is enhanced by our competitive and extensive benefits package including health, dental, and vision, life insurance, flexible spending account, 403(b) employer matching, and paid leave to eligible employees. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the organization. We strive to provide an inclusive, collaborative, and creative environment where each person feels encouraged to contribute to our processes, decisions, planning and culture.

### **To Apply**

Please send your resume and any supporting documents to [hr@foodbankccs.org](mailto:hr@foodbankccs.org) with the subject line: **"Major Gifts Officer."** Email submission is preferred.

**Or by mail to:**

**Food Bank of Contra Costa and Solano  
Attn: Human Resources  
4010 Nelson Avenue  
Concord, CA 94520**

For more information about us, please visit: <http://www.foodbankccs.org>

**The Food Bank of Contra Costa and Solano is an Equal Opportunity Employer  
Underrepresented groups are welcomed and encouraged to apply.**