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|------------------------|------------------------------------|-------------------------|-------------|
| <b>Job Title:</b>      | Philanthropy Officer – Major Gifts | <b>Department:</b>      | Development |
| <b>Reports To:</b>     | Leadership Gifts Senior Manager    | <b>Employment Type:</b> | Regular     |
| <b>Classification:</b> | Full-Time                          | <b>FLSA Status:</b>     | Exempt      |
| <b>Location:</b>       | Concord                            | <b>Date Approved:</b>   | 7/1/2026    |

### Who We Are

For 50 years, the Food Bank, made up of a diverse staff, dedicated Board of Directors and passionate volunteers, has been leading the fight to end hunger in partnership with our community and in service of our neighbors in need.

### About this Opportunity

The Philanthropy Officer – Major Gifts manages a portfolio of approximately 150 major gift prospects and donors — those with the capacity to give \$5,000 or more — and leads all phases of the major giving cycle from identification and cultivation through solicitation and stewardship. As a key member of the Leadership Gifts team, this role builds deep, mission-centered relationships with high-capacity donors throughout Contra Costa and Solano counties and partners with board members, executive staff, and volunteers to expand the major gifts program. Through personalized cultivation strategies, compelling proposals, and a planned giving program, this role plays a central role in building the sustained philanthropic support that enables FBCCS to end hunger.

### Essential Duties

- Manage a portfolio of approximately 150 donors and prospects capable of major gifts of \$10,000 or more, applying best practices in moves management and individualized donor stewardship.
- Build and maintain relationships with donors to develop strategic, personalized cultivation, solicitation, and stewardship plans that inspire giving at full philanthropic capacity.
- Develop written plans tailored to each donor's giving tier and interests, utilizing a moves management approach to advance relationships systematically.
- Partner with senior leadership to develop strategies and tactics that expand and strengthen the major gifts program.
- Train, coach, and inspire board members, executive staff, and fundraising volunteers in cultivation, solicitation, and stewardship; partner with solicitors on requests and donor follow-up.
- Plan and execute annual cultivation and stewardship events for major gift donors and prospects.
- Develop collateral materials for the major gifts program; manage the planned giving program, including producing a quarterly e-newsletter.
- Conduct prospect research and prepare written profiles and proposals for current and prospective major donors.
- Meet with donors throughout Contra Costa and Solano counties and visit Food Bank distribution sites at minimum once per quarter.
- Document all donor interactions and solicitations in Salesforce, maintaining accurate and current records.

## Job Opening

- Attend department and organization-wide meetings, trainings, and team-building events.
- Operate Food Bank vehicles as needed.
- May need to work occasional weekend days for programs and events.

### Skills and Qualifications

#### Required

- Five or more years of direct experience in fundraising; experience in individual giving, major gift programs, or frontline fundraising.
- Strong track record of managing and growing a portfolio of five- to six-figure donors.
- Comfort networking with high-net-worth individuals from diverse personal and professional backgrounds.
- Proficiency with Salesforce or a comparable CRM platform and Microsoft Office Suite.
- Strong project management skills, including planning, communication, collaboration, budget management, and time management.
- Excellent written and verbal communication skills, with demonstrated ability to craft compelling solicitations, proposals, and donor correspondence that inspire generosity.
- Ability to work flexible hours, including occasional evenings and weekends, as needed.
- A California driver's license and ability to be insured under the Food Bank's insurance policy.
- Genuine commitment to and enthusiasm for working with people of diverse backgrounds, cultures, and lived experiences; a demonstrated ability to engage respectfully and effectively across difference.

#### Preferred

- Experience evaluating major gift processes and making strategic recommendations to strengthen program outcomes.
- Experience in a nonprofit, mission-driven, or community-based environment.

### Competencies

- **Adaptability** — Remaining effective across changing conditions by welcoming feedback, shifting approaches as needed, and balancing competing priorities.
- **Cooperation** — Engaging colleagues with respect and tact to build productive relationships, resolve conflicts, and collaborate effectively.
- **Dependability** — Consistently following through on responsibilities with accountability, reliability, and a commitment to doing one's best work.
- **Job Knowledge** — Maintaining the technical proficiency and contextual understanding needed to perform one's role effectively and independently.
- **Organization Support** — Upholding the organization's values, policies, and mission.
- **Teamwork** — Collaborating with a focus on collective success by balancing individual and group responsibilities and exchanging feedback openly.

### 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.

### Work Location

## Job Opening

This is an on-site position. Remote work is not guaranteed and may be granted solely at the discretion of the department head.

### **Work Environment**

This position works primarily in an office environment with regular travel to donor meetings and Food Bank distribution sites throughout Contra Costa and Solano counties. The employee may be occasionally exposed to moving mechanical parts and cold temperatures. The noise level is generally moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Requirements**

The employee must occasionally lift and/or move up to 15 pounds. The employee is regularly required to talk or hear, sit, stand, walk, use hands to type and handle materials, and reach with hands and arms. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Reasonable accommodations will be provided for qualified individuals with disabilities upon request.

### **Compensation**

This is a full-time, exempt position. To ensure internal pay equity, the non-negotiable starting pay for this position is \$92,628.00 annually.

### **To Apply**

Please send your resume, cover letter, and any supporting documents to [hr@foodbankccs.org](mailto:hr@foodbankccs.org) with the subject line: "Philanthropy Officer".

FBCCS is an Equal Opportunity Employer and complies with applicable state and local laws governing nondiscrimination in employment in every location in which the FBCCS has facilities.

We strive to create a workplace and organization that reflects the communities we serve where everyone feels empowered to be their full, authentic selves. Together, we work innovatively to effectively serve our community. Underrepresented groups are welcomed and encouraged to apply.

FBCCS does not have the resources to sponsor visas, nor any open positions eligible for the H-1B program.

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