

Job Title: **Major Gift Officer**

FLSA Status: Exempt

Hours: 40 hours per week, evenings and weekend hours as needed. Some travel is required

Work Environment: Hybrid

Reports to: Chief Executive Officer

Revision Date: 3/5/2024

Position Summary:

Reporting directly to the Chief Executive Officer (CEO), the position will lead the organization's personalized solicitation and stewardship efforts. The position will help donors accomplish their philanthropy goals to support the work of Habitat GTR. The position will solicit major and planned gifts both from individuals and organizations and will be part of the fundraising team made up of staff and board members, whose purpose is to grow the philanthropy efforts of Habitat for Humanity Grand Traverse Region.

Essential Job Responsibilities:

- Lead the personal solicitation program of Habitat GTR by working with the fundraising team to develop annual personal solicitation goals.
- Secure major gifts between the \$5,000 to \$100,000 levels from private foundations, families, and other organizations to raise at least \$400,000 annually.
- Grow and manage a portfolio of between 100 and 125 donors and prospects.
- Write effective case statements, individualized grant proposals, and personalized notes and letters for the organization.
- Manage Habitat GTR's moves management workflows and software to track and cultivate donors and prospects. Coach other staff to ensure the quality of the major and mid-level giving programs.
- Track and report monthly progress to the CEO on all major and mid-level giving efforts.
- Manage major gift stewardship efforts to ensure that all major donors are properly thanked and understand the impact of their giving through impact reports or grant reports in Ensure that all major donors are thanked.
- Chair the Campaign Leadership committee on developing strategies, training and updates to the board.
- Ensure that Habitat GTR's follows its fundraising policies, AFP Code of Ethics, and fundraising regulations.

Additional Responsibilities:

- Work closely with the Director of Marketing on developing multi-channel fundraising and donor engagement collateral, along with executing annual giving activities.
- Run effective meetings for fundraising staff and for board fundraising activities.
- Attend monthly staff meetings and other assigned meetings and trainings.
- Prepares monthly written reports to the CEO and presentations to the Board as requested.
- Represent HFHGTR always in a positive and professional manner when working with your team as well as the community partners, donors, partner families, volunteers, etc. Must have commitment to the Habitat mission and uphold its values and ethics.

Qualifications:

- Commitment to the Habitat mission and upholding its values and ethics.
- Bachelor's degree or higher.
- At least three years of professional non-event fundraising experience, preferably in major gift programs.
- Track record of building relationships and successfully securing gifts of \$5,000 and above.
- Superior written communication skills.
- Effective team collaboration skills.
- Detailed-oriented.
- Competently work in donor management and CRM system.
- Comfort with accountability with metrics.
- Excellent interpersonal skills and high emotional intelligence, with an ability to develop and maintain long-term, productive relationships internally and externally.

The Major Gift Officer will coordinate with the Director of Operations who is responsible for the Business Operations and policies, and with the Chief Executive Officer who is responsible for justifying the impact and performance of the organization to the board and aligning the direction and future strategy of the organization. Other assigned duties may be delegated by the Chief Executive Officer.

