

## Job Posting – September 2021

**Title:** Major Gifts Officer

**Position Summary:**

The Major Gift Officer is responsible for managing a portfolio of major donors from identification, cultivation, engagement, solicitation, and stewardship, focusing specifically on new COVID-19 donors. The Major Gift Officer serves as a front-line relationship manager and oversees portfolio-wide and personalized outreach resulting in strong donor retention and increased giving. They work in partnership with the Senior Director of Strategic Giving, the Chief Giving Officer, Philanthropy Officer, and the CEO to prepare meeting materials and participate in meetings with major donors and prospects. This individual represents Connecticut Foodshare at donor meetings and other events to help promote the mission of the organization. They also provide post-evaluation of such meetings and enters relevant donor data into Raiser's Edge to help the organization meet budget deadlines and fundraising goals.

The minimum salary for this role will be \$75,000. A fully qualified and well-experienced candidate may earn as much as \$95,000.

**Responsibilities:**

- Oversee a portfolio of major donors, specifically focusing on new-to-the organization COVID donors, and identifying opportunities for increased and innovative giving.
- Strategize and prioritize donors based on giving capacity and opportunities to further engage for the benefit of the food bank.
- Effectively manage donor relationships, through information discovery and dissemination of information to donor facing members of the team.
- Develop key messaging for major donors and other funders.
- Work with the members of Giving Team, specifically the Senior Director of Strategic Giving and the Philanthropy Officer to strategize focus of donor meetings.
- Request, schedule, and lead donor meetings. Work in partnership with the Senior Director of Strategic Giving, Chief Giving Officer, Philanthropy Officer and CEO to identify key prospects for increased asks/engagement.
- Identify new prospects, then cultivate and successfully solicit and acquire them for major gift donations. Present Connecticut Foodshare at events to help promote the mission of the organization.
- Track donor engagement and produce regular reports to track progress towards achieving goals.
- Collaborate with other staff members to maximize interactions with donors.
- Assist with other fundraising projects and fundraising events as assigned by the Senior Director of Strategic Giving, Chief Giving Officer, and CEO as needed.

**Other Functions:**

Assist in the development of cross-functional projects that may involve select assigned donors.

Support Connecticut Foodshare's mission to lead an informed, coordinated response to hunger through the distribution of food, education and involvement of the public. Support and be involved in community awareness, fundraising, volunteer recruitment, and volunteer engagement in the functions of this position. In all duties, be responsible for cost-efficient operations.

**Education and Experience:**

- Bachelor's degree required. Master's degree preferred.
- Minimum 5 years fundraising experience in soliciting and closing gifts of \$5,000 and above with a proven track record of developing relationships and community contacts.
- Strong writing skills and past experience in non-profit (volunteer work included).

**Key Skills:**

- Familiarity with Microsoft Office programs required; proficiency with HTML preferred.
- Proven knowledge of moves management and tracking donor contacts in a CRM database.
- Excellent project management skills to consistently deliver quality results on deadline.
- Ability to handle multiple tasks and meet deadlines. Excellent organizational skills.
- Comfortable with presenting gift proposals to individuals and groups with proven success in closing major gifts
- Ability to work with people from a variety of backgrounds.

**To apply, please submit a resume and cover letter to Human Resources.**

**[www.ctfoodshare.org](http://www.ctfoodshare.org)**

<https://recruiting.paylocity.com/recruiting/jobs/Apply/739645/Connecticut-Food-Bank/Major-Gifts-Officer>

Connecticut Foodshare is an Equal Employment Opportunity and Affirmative Action Employer.  
Connecticut Foodshare maintains a drug-free workplace.