



Title: Major Gift Officer

Organization: Sustainable Food Center

Reports to: Chief Development Officer

Location: Austin, Texas

Compensation: \$80,000 – \$100,000

Hybrid: Can work remotely with one to two days a week in office as needed.

Sustainable Food Center (SFC) seeks a Major Gift Officer to join a motivated and professional team for development work at a leading non-profit in the food space. SFC offers excellent benefits, including employer-paid health insurance, dental, vision, life, short-term and long-term disability, 401k with a 4% match and generous paid leave.

POSITION SUMMARY:

The Major Gift Officer (MGO) is a key member of SFC's development and communications team, focused on securing substantial philanthropic support from high-net-worth individuals and major donors and shaping plans and execution for statewide expansion of fundraising efforts.

This outward-facing, results-oriented role, requires a high level of attention to detail, competency in relationship development, identification, qualification and solicitation of donations. Initial focus will be primarily in Central Texas with expansion over time into major metro/regional areas such as Houston, Dallas/Fort Worth, etc. (25-50% travel in Texas). Some familiarity with expanding regional development efforts into a statewide operation would be a plus.

CANDIDATE PROFILE:

The ideal candidate is a self-starter with at least five years of experience in a nonprofit fundraising environment managing major gifts: donor stewardship, cultivation and solicitation. Bachelor's degree in a related field preferred.

PRIMARY RESPONSIBILITIES:

- **Cultivate Relationships with Donors**
 - Develop and manage a portfolio of approximately 120-135 major gift prospects and donors, focusing on donors giving \$5,000 and above.

- Build meaningful relationships through one-on-one meetings across multiple regions, personalized correspondence, and strategic engagement to align donor interests with the organization's mission.
- As a leader for the organization, works closely with the CDO, CEO, senior leadership team, development committee, and the full Board of Directors to create, implement, and monitor strategies to achieve revenue growth.
- Provide tools and coaching for executive leadership's and Board members' personal cultivation and stewardship of donor relationships.
- **Solicit Major Gifts**
 - Design and execute solicitation strategies, working collaboratively with leadership, board members, and key stakeholders to secure transformational gifts.
 - Prepare compelling proposals, presentations, and personalized materials for potential major donors.
- **Steward Donor Relationships**
 - Create comprehensive stewardship plans to ensure long-term donor retention and satisfaction, including personalized thank-you messages, recognition opportunities, and impact reporting.
 - Collaborate with the CDO and development and program teams to develop engagement experiences for major donors.
- **Collaborate Across Departments**
 - Partner with the CDO and communications team to craft targeted communications and necessary collateral.
 - Work closely with the CDO and Finance team to ensure informed revenue forecasting and accurate reporting and tracking of major gifts.
 - Engage with the various program teams to connect donors to the impact of their contributions through stories, site visits, and detailed updates.
- **Data Management and Analysis**
 - Maintain accurate donor contact records in the CRM system, tracking interactions, contributions, and cultivation plans.
 - Use data analytics to identify giving trends, segment donors, set revenue goals, and inform prioritization, segmentation and cultivation strategies.

- Develop reports that reflect progress on fundraising goals including number of visits, asks made, and total funds raised.
- **Develop Planned Giving Opportunities**
 - Identify planned giving prospects and work with donors and their advisors to establish bequests, endowments, and other legacy gifts.

Competencies: To perform the job successfully, an individual should demonstrate the following.

- **Communications** - Exhibits good listening and comprehension. Expresses ideas and thoughts in written form. Expresses ideas and thoughts verbally. Keeps others adequately informed. Selects and uses appropriate communication methods.
- **Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values.
- **Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- **Planning and Organization** - Integrates changes smoothly. Plans for additional resources. Prioritizes and plans work activities. Sets goals and objectives. Uses time efficiently. Works in an organized manner.
- **Job Knowledge** - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.
- **Professionalism**- Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Skills:

To perform effectively in this position, the candidate must have:

- Demonstrated success in major gift fundraising, securing gifts \$10,000+ and building major donor pipelines.
- Ability to align donor engagement efforts with broader organizational goals.
- Excellent follow-through and ensures consistent touchpoints with donors/future donors.
- Ability to multi-task and prioritize workload to meet deadlines.
- Ability to function effectively and efficiently in a fast-paced environment.
- Exemplary internal and external customer service.
- Proficiency in Word, Excel, and PowerPoint.
- Familiarity with Donor CRM systems (preferred: Bloomerang).
- Ability to organize a variety of tasks with great attention to detail.
- Excellent phone etiquette and interpersonal skills.

- Ability to adapt to change and a strong work ethic.
- A professional appearance and demeanor.
- CFRE (Certified Fund Raising Professional) or other nonprofit certification preferred.

Travel Requirements

- Must have a vehicle, valid driver's license, and automobile insurance.
- Requires significant local and regional travel (50% - 75%) via personal vehicle to donor meetings/visits, workplace campaigns, community meetings, etc.

Physical Requirements: While performing the duties of this Job, the employee is occasionally required to stand; walk and sit. The employee must occasionally lift and/or move up to 25 pounds.

To apply: Please send resume and cover letter stating why you would be the best fit for the position to Deirdre Anderson, Chief Development Officer, at danderson@sustainablefoodcenter.org