

**TITLE: *Major Gifts Officer***

**REPORTS TO: *Chief Development Officer (CDO)***

**Salary Range: \$75,000 to \$80,000**

**PRIMARY FUNCTION:** Generate fundraising income and partner with the CDO to raise funds for the Boys & Girls Clubs of the Austin Area. This will be accomplished primarily by serving as the primary fundraiser and collaborating with sponsors, supporters, volunteers, vendors, BGCAA staff and board members.

**KEY RESPONSIBILITIES:**

- Develop and implement ongoing strategy for qualifying donors to ensure retention, growth of donor contributions as well as recapture from previous donors. Work collaboratively with other departments and fundraising staff to create customized solicitation strategies matching the objectives of the organization and interests of the donor/prospect.
- Manage assigned portfolio of donors and prospects with intent to form deep relationships. Responsible for minimum annual fundraising goal tied to segmented or blended portfolio as specified in performance standards, including both renewable gifts and new incremental revenue. Develop donor management plans for entire portfolio resulting in strategic, knowledgeable and complex asks. Solicit assigned donor portfolio through face to face visits, including preparation of personalized materials.
- Implement a program/activity to identify, cultivate, solicit and steward donors at the \$5,000 level or higher, with an emphasis on maximizing revenue for the American Red Cross. Work with leadership volunteers to identify and cultivate appropriate donors. Update donor records in Raisers Edge following donor contacts. May lead team(s) in planning and executing against prospecting development programs.
- Develop ongoing relationships, cultivate, solicit and steward support of major donors from individuals and corporations to meet annual fundraising goals within the region. Support volunteer leaders in peer-to-peer outreach. Assist corporations in achieving their goals in strengthening their brand, marketing, and employee engagement. Articulate Red Cross programs, listen to corporations' needs and align programs to their interests.

**ADDITIONAL REQUIREMENTS:**

- Exceptional work ethic, with strong values and principles-takes all opportunities to go above and beyond the basic expectations.
- Detail-oriented: an attention to detail for tasks.
- A self-motivated individual who can work remotely and meet deadlines.
- A positive attitude and open mind that approaches problems from all angles.
- Be able to perform other duties as assigned or requested by supervisor(s).

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree from an accredited college or university, or equivalent experience.
- A minimum of five years' work experience in a revenue generating position.
- Fundraising, constituent relationship management, and working with a volunteer board.
- Possesses excellent communication skills
- Possesses excellent interpersonal skills
- Computer literate in MS Office
- Social media knowledge
- Able to work effectively in a fast-paced environment
- Strong project management skills: planning, execution and follow up skills with high attention to detail
- Solution minded with acute problem-solving and decision-making abilities
- Must have own reliable vehicle, a valid driver's license, current state-mandated insurance, and ability to drive own vehicle for work-related activities, if needed.
- Passion for service and working to fulfill the Mission of the Boys & Girls Clubs.

**PHYSICAL REQUIREMENTS / WORK ENVIRONMENT:**

- Work environment is typical of a professional office.

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