

I. Job Title:

SAFE Director of Major Gifts

II. FLSA Status:

Exempt (Not eligible for overtime)

III. Reports to:

Senior Director of Development

IV. General Summary

As a key member within the SAFE Development team, the Director of Major Gifts (DMG) is a dynamic and experienced fundraising professional responsible for managing the Major Gifts program that includes providing research and guidance to Development team members that carry major gifts in their portfolios and maintaining their own relationships with and securing significant philanthropic contributions from major donors and prospects.

This position plays a critical role in advancing the mission of SAFE by identifying, cultivating, soliciting, and stewarding major gifts (\$10,000 and above) from individuals, corporations, and foundations. The ideal candidate will have a proven track record of successfully closing five to seven-figure gifts and a deep understanding of the principles of philanthropy.

V. Essential Functions

Donor Management and Cultivation:

- Develop and manage a portfolio of 100-150 major gift prospects and donors, creating and executing personalized strategies for each to secure major gifts.
- Provide strategy, research, guidance, and integration to Development team members that carry major donors in their portfolios.
- With the Chief Development Officer and Senior Director of Development set strategy for financial revenue goals.

Solicitation and Stewardship:

- Plan and conduct face-to-face solicitations, engaging potential donors in the organization's mission and vision. Provide exceptional stewardship for existing

donors, including regular updates and opportunities to engage with the impact of their support.

- Consistently makes well-timed and donor-centric decisions, ensuring a balanced relationship between donors and the agency, while possessing a deep understanding of moves management principles.

Collaboration and Coordination:

- Work closely with the development team to align efforts and set strategies for major gifts. Participate in events and other organizational activities to foster donor relationships.

Prospect Research and Lead Generation:

- Utilize available tools and data to develop new prospects from existing donors and identify potential major donors in the community and analyze giving patterns to increase gift sizes.

Gift Negotiation and Closure:

- Lead negotiations for major gifts, ensuring that gift agreements meet the needs of both the donor and SAFE. Regularly track and report progress to the Senior Director of Development.
- Assists with other projects as assigned by the Chief Development Officer.

VI. Knowledge, Skills and Abilities

- Possesses an in-depth understanding of major gifts and the integration within a full development team.
- Above average listening skills necessary for recognizing opportunities, making connections and to assist matching donors' philanthropic interests with SAFE priorities.
- Maintains a donor-focused attitude and easily builds solid, long-lasting relationships.
- High level of comfort with multiple and competing priorities, fast-paced, ever-changing environment, and ability to manage ambiguity.
- Is resilient and maintains flexibility, working with frequent interruptions and multiple and changing priorities.
- Extensive knowledge of CRM tools. Raiser's Edge experience preferred.
- Works cooperatively with external partners and constituencies.

VII. Qualifications

- Bachelor's Degree required.
- At least five-seven years' experience with a strong emphasis on major gift solicitation and donor relations.
- Outstanding interpersonal skills and genuine enjoyment in working with diverse internal and external constituencies.
- Exhibits strong organizational skills and multitasking abilities, remaining unflappable even in demanding situations.
- Strong computer, research and internet skills and competency required.
- Pass all required criminal history background checks (including an FBI fingerprint check), as well a pre-employment drug screen and TB test.

VIII. General Requirements

- Adheres to SAFE's Confidentiality Policies and works with the Mission and Statement of Values of the SAFE Alliance and its partner agencies.
- Complies with Standards of Conduct of the SAFE Alliance and its partner agencies.
- Communicates effectively.
- Handles confidential information and has the ability to interact professionally and tactfully with employees at all levels concerning sensitive issues.
- Values differences and responds appropriately to the cultural differences present among the organization's service populations and staff. Sensitive to various ethnic and social backgrounds, beliefs and values.
- Attends all required meetings.
- Completes all requisite paperwork, for program and administration.
- Works as a team member, providing support as well as constructive feedback in interpersonal interactions.
- Completes other duties as assigned.
- Fulfills the essential functions of the position.

IX. Organizational Relationships:

- Reports to: Senior Director of Development
- Collaborates/coordinates with: Chief Development Officer, Marketing and Communications staff, Program staff, Development team.

Salary: \$75,000-\$80,000

Apply on SAFE website: SafeAustin.org