



**Make-A-Wish® Metro New York and Western New York  
Major Gifts Officer**

<b>Job title:</b> Major Gifts Officer	<b>Location:</b> Lake Success, NY
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**Reports to:** Chief Development Officer (CDO)

**Supervisory Responsibilities:** Manager, 1 Full-time staff

<b>Type of position:</b>	<input checked="" type="checkbox"/> Exempt
<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input type="checkbox"/> Nonexempt

**Position Overview:**

The Major Gifts Officer is visionary and able to execute a successful major gifts strategy. The Major Gifts Officer will identify, engage, cultivate, ask and steward current and prospective major gift donors with a focus on wish families. This newly created position will be responsible for managing and developing a portfolio of major donor prospects with a focus on gifts of \$10k+. She or he will also implement a robust system of moves management and stewardship. The Major Gifts Officer will report to the CDO and will act as an integral member of the management team. She or he will partner with the CEO, CDO and Sr. Director of Fundraising Operations to create strategy and implement best practices.

**Essential Job Functions:**

**Leadership & Strategic Responsibilities**

- Establish strong, collaborative working relationships with the CEO and CDO, department heads, and program staff.
- Support the CDO to build and implement an effective and successful major gift strategy.
- Collaborate with the Sr. Director, Fundraising Operations to identify prospects in Raiser’s Edge, Donorscape, and iWaves Pro.
- Continue to raise the public profile of MAW MNY-WNY by serving as a spokesperson and advocate for the organization, as well as being a visible, visionary and influential leader and fundraiser in the community.
- Identify, cultivate, close and steward major gift donors who have a capacity of \$10k+.
- Develop ongoing strategies for qualifying and engaging major gift prospects through cultivation events, prospect research and Board/volunteer leaders as needed, using the Raiser’s Edge database to track and maintain accurate, concise and timely records including biographical data and donor actions.
- Prepare and submit proposals as applicable.



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- Work effectively with Make-A-Wish America to continue to enhance relationships between the local chapter and national headquarters.
- Ensure compliance with all relevant regulations and laws, maintain accountability standards to donors, and ensure compliance with code of ethical principles and standards of professional conduct for fundraising executives.
- Assure sound fiscal operation of development function, including timely, accurate and comprehensive reporting.
- Execute all other reasonable duties as assigned by the CDO.

### Qualifications

- Passion for the mission of Make-A-Wish.
- Imagination, vision, leadership and integrity.
- A minimum of 5-10 years demonstrated experience in successfully creating, managing and growing a major gifts program, effectively using a moves management process of stewardship.
- Demonstrated experience in identifying, initiating, nurturing and maintaining close relationships with major individual donors and donor prospects. Broad knowledge of the principles of fundraising, including the ability to direct and participate in all aspects of the major gifts cycle:
  - ⇒ Initiate contacts with potential donors.
  - ⇒ Develop appropriate cultivation strategies, including working with CDO and Sr. Director Fundraising Operations.
  - ⇒ Move potential donors in an appropriate and timely fashion toward solicitation and closure.
  - ⇒ Make solicitations.
  - ⇒ Maintain stewardship contacts with donors.
- Excellent interpersonal skills, including demonstrated ability to cultivate and solicit high net worth individuals and their advisors.



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- Significant experience and demonstrated knowledge of the Metro NY donor community.
- A demonstrated ability to plan and operate strategically, to build public support, to strengthen infrastructure, to inspire staff and the Board of Directors and to develop effective programs.
- Exceptional financial, organizational and administrative skills.
- The ability to plan, set goals and objectives, organize and follow through.
- Ability to juggle many responsibilities at once, and to operate both independently and hands-on, with the flexibility to be part of a team.
- Computer literate; knowledge of Raiser's Edge.
- Bachelor's degree in Non Profit Management, Business, Communications, Public Relations, Marketing or closely related field. Master degree preferred. CFRE completed, or already in process.

### **How to Apply**

Please email a resume and cover letter *with* salary requirements to [info@metrony.wish.org](mailto:info@metrony.wish.org) by Friday, May 19, 2017. Applications without a cover letter will not be considered.

### **Physical Demands:**

The physical demands and work environment listed here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable a person with disabilities to perform the essential functions.

- **Physical Demands:** While performing this job employees may occasionally require to talk, stand or sit for long periods of time, walk, climb stairs, key data, stoop, twist, bend, crawl, speak and hear. Employees may drive a motor vehicle and may be required to travel during business hours and overnight up to 20% of the time. Person must also be able to move/lift up to 20 pounds.
- **Work Environment:** While performing this job employee is exposed to weather prevalent at the time with varying noise levels.



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**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.