

Make-A-Wish East Tennessee
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Make-A-Wish Foundation® of East Tennessee **JOB DESCRIPTION**

Job Title: Major Gifts Officer

Location: East Tennessee

Reports to: President & CEO

Classification: Full-Time | Exempt | Base + Incentive Compensation

Position Summary

The Major Gifts Officer plays a critical role in advancing the mission of Make-A-Wish East Tennessee by cultivating, soliciting, and stewarding major donors and philanthropic partners capable of making significant financial contributions. This position is responsible for building and managing a portfolio of donors and prospects, developing personalized engagement strategies, and closing large gifts (\$7,500+). The role is ideal for a results-driven, relationship-focused fundraising professional who thrives in a mission-oriented environment.

Key Responsibilities

- **Portfolio Management:**
Build and manage a dynamic portfolio of 100-150 individual donors or prospects with the capacity to make large donations.
 - **Donor Cultivation & Solicitation:**
Personally engage with donors and prospects through calls, meetings, events, and presentations to secure one-time and recurring gifts. Set up meetings for and with CEO and board members, as appropriate, to focus on solicitation and stewardship of donors.
 - **Relationship Building:**
Deepen donor relationships by understanding their philanthropic goals and aligning them with Make-A-Wish East Tennessee initiatives.
 - **Proposal Development:**
Craft compelling proposals, case statements, and impact reports tailored to each donor's interests and giving capacity.
 - **Pipeline Development:**
Leverage data, research, and personal networks to identify new major gift prospects and expand the donor base.
 - **Recognition & Stewardship:**
Ensure timely and meaningful donor acknowledgment, updates, and long-term engagement.
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Qualifications & Experience

- Bachelor's degree in nonprofit management, communications, business, or related field (or equivalent experience).

- Minimum 3 years of successful fundraising, development, or major gifts experience; experience closing \$10,000+ gifts preferred.
 - Demonstrated ability to build authentic relationships with high-net-worth individuals.
 - Exceptional written and verbal communication skills.
 - Goal-oriented, highly motivated, and self-directed.
 - Strong project management and CRM database experience (Salesforce preferred).
 - Passion for the mission of Make-A-Wish and an empathetic, donor-first mindset.
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Compensation & Benefits

- **Base Salary:** Commensurate with experience.
 - **Incentive Compensation:** Performance-based bonus structure tied to quarterly and annual large gift revenue targets.
 - **Benefits:** Health, dental, and vision insurance; short- and long-term disability, retirement plan; generous PTO; mission-driven culture.
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Success Profile

A successful Major Gifts Officer will be:

- A persuasive storyteller who connects donor passion to impact.
 - A disciplined closer who thrives in a performance-based culture.
 - A compassionate advocate for children and families served by Make-A-Wish.
 - A thoughtful donor steward who deepens relationships and connections to the mission.
 - A professional knowledgeable about various planned giving vehicles and non-cash gifts.
 - A natural connector who builds networks and creates opportunities.
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General Information

Travel throughout Make-A-Wish East Tennessee's 36-county territory will be required. A criminal background check will be conducted prior to hiring.

To be considered, applicants must submit a cover letter, resume, and salary expectations to etn.wish@gmail.com.