

Coalition to Abolish Slavery & Trafficking

Major Gifts Officer

Position Summary

The Major Gift Officer will be an integral part of the senior management team that will create, build and manage a Major Gift Fundraising Program. This position will develop and manage a portfolio of high level prospects and donors with the objective of soliciting and maintaining major financial support. The MGO will report directly to the Executive Director and work closely with the ED and Board Fund Development Committee to define the strategies and tactics to fund the organization's short and long-term programs (including multi-year capital campaigns). This individual is expected to be able to clearly articulate the organization's vision and value proposition and summarize our efforts at the appropriate level of detail with donors and prospects. They will manage annual gifts and oversee the annual giving cycle including the cultivation of new and existing major donors / prospects. While this individual is expected to form meaningful 1x1 relationships with major donors, the "ask" responsibility will be shared among the ED, MGO, and Board. The MGO will also assist in the planning and execution of major fundraising events.

Minimum Requirement/Experience:

- Bachelor's degree in related field or high level fundraising certification
- Six years or more experience in managing high level donor relationships
- Develop major donor strategies and plans, including segmentation, retention and migration tactics
- Strong communication and collaboration skills
- Experience in cultivating 5 and 6 figure gifts including developing donor strategies, solicitation approaches and donor stewardship
- Acts as the principal donor strategist for each prospect in the portfolio with specific responsibility to develop and implement a written donor strategy and relationship record of all interactions; Serves as the primary relationship manager for that portfolio of prospects utilizing senior executives, board members and volunteers as natural partners in cultivating and soliciting gifts
- Ability to screen prospective donors from donor lists to quickly determine which direct cultivations efforts are appropriate
- Hands on experience with one or more donor base applications; able to track and organize all critical donor / prospect data and research in donor database
- Drive donor / prospects stewardship plans and tactics and oversee an acknowledgement system
- Formulate the annual budget that integrates all elements of the major gifts program and make accurate assumptions about short and long term income and expenses
- Facilitate and organize all critical major donor meetings and events
- Assist with coordination and manage fundraising associated with 350-400 person annual benefit gala
- A deep commitment to the mission
- Effectively communicate and partner with staff, Board and Development Committee

This is an excellent opportunity for a talented individual to contribute, learn and grow as part of a growing management team. As such, you will be part of a fun, dynamic group working in a fast paced, energized and dynamic atmosphere.

We offer a competitive salary and benefits package.

Compensation: Salary is commensurate with experience. Benefits package includes medical, life, disability, sick/vacation leave, and a 403(b) plan. Opportunity to work with a team of committed individuals, be supported, and given every chance to succeed.

Send resume and cover letter to: Coalition to Abolish Slavery & Trafficking at info@castla.org

CAST is an equal opportunity employer. No phone calls please.