



Major Gift & Campaign Officer

This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.

DATE: November 7, 2023

DEPARTMENT: Advancement

REPORTS TO: Director for Advancement

CLASSIFICATION: Permanent, Full-Time, Non-Exempt/Hourly, Remote

ORGANIZATION

Mission:

Growing from the love of Christ, Holden Village is a courageous community that welcomes all people into the wilderness to form and renew their relationships with God, the earth, and each other.

Holden Village is a wilderness retreat center founded in the Lutheran Church and located in the midst of the Cascade Mountains in Washington State. Since 1962, Holden Village has transformed a former copper mining town into a vibrant place of education, programming, and worship. Holden Village welcomes and embraces people of all races, ethnicities, religious backgrounds, gender identities, sexual orientations, and abilities. Holden Village has been a Reconciling in Christ congregation since 1985.

More than 6,000 people visit and/or volunteer each year. Holden Village is a 501C-3 non-profit organization. Sixty percent (60%) of our operating budget is derived from fees paid by guests; forty percent (40%) is derived from annual donations. For more information visit: www.holdenvillage.org

POSITION SUMMARY

The Major Gift & Campaign Officer will be pivotal in securing the financial resources that will help Holden Village remain a thriving community for generations to come. The Major Gift & Campaign Officer works with donor families and institutions, taking a strategic approach to long-term relationship development that results in significant major and planned gifts. The successful candidate will be self motivated, entrepreneurial, detail-oriented and a successful relationship builder.

This is a Puget Sound-based position, primarily working from home with some travel within the West and Midwest, and regular trips to Holden. Estimated 25% of time over the course of a year will be spent traveling or on-site at Holden Village, with higher volume expected in the summer months and other high-peak guest times in the Village.

MAJOR FUNCTIONS

Specific responsibilities include but are not limited to the following:

- Develop and implement a comprehensive major gift and campaign fundraising strategy that aligns with our mission, values, and objectives
- Identify, cultivate, and steward relationships with potential major donors including families and private foundations
- Collaborate with the Advancement Director, Executive Directors, the Development Committee of the board of directors, and others to create compelling cultivation opportunities and fundraising proposals that showcase the impact of Holden Village
- Lead fundraising initiatives, including donor cultivation events, campaigns, and targeted outreach efforts
- Manage a portfolio of 100-150 major gift prospects, maintain regular communication and build lasting relationships
- Provide strategic guidance to the board and staff on major gifts fundraising, helping to shape our funding priorities and strategies
- Provide support to staff, board members and volunteers to execute targeted cultivation plans and solicitation strategies
- Proactively contribute to the robustness and accuracy of donor information and relationship history by tracking meeting notes and prospects strategies and by updating donor contact information regularly
- Provide development reports and updates for Directors and Board

KNOWLEDGE, EXPERIENCE, SKILL & ABILITY REQUIREMENTS

Specific knowledge and skills include but are not limited to the following:

Education & Experience

- BA/BS and/or combination of education and 5+ plus years fund development experience including experience in major and/or planned gifts
- Established background in coordinating nonprofit donation strategies and staff/volunteer leadership
- Proven track record of raising funds from diverse sources including capital, annual, small gifts, endowment, events
- Understanding of estate planning techniques and gift planning methods in order to generate major gifts, both present and deferred, for Holden Village
- Familiar with donor databases and other fundraising technology

Skills & Abilities

- Strong communications and presentation skills including the ability to address small and large groups with informative materials and to persuasively convey the mission of Holden Village
- The ability to earn the confidence of a wide range of internal and external constituents
- Ability to write creatively and to formulate gift proposals
- Ability to represent Holden Village at special functions and other appropriate events
- Commitment to the mission, vision and values of Holden Village
- A creative, organized, focused and goal-oriented personality coupled with a high level of initiative, energy and ability to work independently and collaboratively
- Strong customer-service mindset and commitment to accountability

COMMUNITY EXPECTATIONS (particular knowledge/skills related to living and working in the Holden Village Community)

- Enthusiasm for and ability to work in a remote wilderness setting
- Willingness to participate in a mutual review after 6-months and 1-year on staff
- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Staff Agreement](#)
- Abides by Holden Village's [Community Health Protocols and Practices](#)
- Extends genuine hospitality to all Villagers
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#)
- Be a community leader and role model by serving the village in roles such as First Response Team, Fire Brigade, Worship, and other program events and activities
- Help new staff and volunteers integrate into the community
- Commits to staying up-to date on all required vaccinations, including COVID-19

COMPENSATION & BENEFITS

As a remote, "downlake" employee, you are eligible for the following compensation and benefits:

- \$28- (based on experience)
- Health insurance including medical, vision, and dental
- Simple IRA Match up to 3%
- 14 days of paid vacation/year and 10 paid Federal holidays
- 1 hour of sick time accrued for every 40 hours worked
- Basic life insurance
- Life Flight membership (emergency helicopter transport based on medical need)
- 21 Friends and Family Days and 21 half-priced F&F Days per employment year during non-blockout dates
- Boat tickets, room & board for employee provided for work-related Village visits
- Mobile phone and travel expenses
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!