Job Title: Major Gift Officer United Food Bank
Department: Development
Reports to: Director of Development
Supervises: N/A
Job Type: Full-time
FLSA Status: Exempt, Salary
Salary Range: $45,000-65,000

Who We Are
United Food Bank’s history is deeply rooted in the East Valley and dates back to July of 1983 when it began operations as United Food Distribution Center, Inc. As a Feeding America affiliate, United Food Bank has grown to now serve 19,608 square miles across five counties, including some of the most remote areas of the state. Through a network of 150 agency partners, children and families, seniors, and the unhoused.

Our Mission and Values
We are passionate about our Mission of Uniting Communities to Alleviate Hunger. You are most likely to find success at United Food Bank if you are:
- Teamwork-oriented, collaborating with others to achieve the best outcomes
- Guided by Integrity to do the right things, always
- Inspired to go above and beyond to deliver Service & Innovation in your role.

SUMMARY: Join United Food Bank’s expanding team serving in a newly created role of Major Gifts Officer. This role joins a growing, 4-person Mission Advancement Team and reports to the Director of Mission Advancement. You will be part of building a donor-centered, mission-centric major gifts program focused on building meaningful relationships in order to secure meaningful support to fund United Food Bank’s exciting future strategic financial and operational plans.

The Major Gifts Officer builds strong, invested relationships with major giving donors and prospects, and actively develops a major giving pipeline of larger gifts and increased revenue. This role focuses on managing a portfolio of individual donors in the $2,500+ annual gift range through individual cultivation strategies and a moves management approach. The ideal candidate has a passion for serving others through non-profit work and a drive to achieve donor revenue goals that support the mission of uniting communities to alleviate hunger.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

Required Qualifications:

- Qualify a caseload of around 150 major gift donors using a connective and structured process.
- Thoughtfully craft individual giving goals and a customized communication plan for each donor in the caseload, taking into account the donor’s passions, interests, motivations, giving patterns, and communication preferences.
- Faithfully executing the plan, you will deliver an amazing donor experience leading to donor retention and growth.
- Partner with our marketing team to develop messaging, materials, and engagement opportunities targeted to grow relationships with your donors (neighbor stories, impact reports, appeals, events, proposals, etc.)
- Collaborate with teammates in programs, finance, and development to create donor offers, proposals, and asks that align donor interest with the organization’s most critical funding needs.
• Track donor interactions, engagement plans, and progress towards your goals through Salesforce and tracking reports.
• Connect as often as possible to our mission through stewardship, events, distributions, volunteer interaction, and special campaigns.

**Language Skills:**
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

**Reasoning Ability:**
Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills:**
To perform this job successfully, an individual should have knowledge of various desktop and mobile computer applications.

**Competencies:**
- **Values Focused** – emphasizes organizational values in their work activities and inspires co-workers to follow their lead.
- **Analytical** – synthesizes complex and/or diverse information.
- **Problem Solving** – makes timely and sound decisions based on logical presumptions that reflect information; prioritizes work tasks, goals, and objectives; considers confidentiality of information before sharing with others.
- **Oral Communication** – Speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills, and conducts meetings.
- **Leadership** – inspires and motivates others to perform well, and accepts feedback from others.
- **Quality Management** – looks for ways to improve and promote quality and demonstrates accuracy and thoroughness.
- **Planning/Organizing** – prioritizes and plans work activities, uses time efficiently, and develops realistic action plans.
- **Safety and Security** – actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.

To learn more about and apply for this position, and to view all available positions with United Food Bank please visit: [https://www.unitedfoodbank.org/jobs/](https://www.unitedfoodbank.org/jobs/)

In instances of a federal, state, or locally declared emergency, United Food Bank is typically considered an essential service and emergency responder; all of its employees may be called in to perform regular or emergent duties.

**Benefits:**
United Food Bank offers employees and their eligible dependents a variety of group health, dental, and life insurance benefit options. Additionally, a 401k plan will be available 90 days after the first day of employment. Coverage under our insurance program commences on the first day of the month following thirty days of continuous employment. In addition, a 3-week vacation is available for your use during the year on an accrual basis. Additional time off such as sick leave, holidays, and bereavement are available and will be discussed during the onboarding process.
The physical demands described 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 individuals with disabilities to perform essential functions.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.