

# Job Description – Major Gifts Officer

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**Title:** Major Gifts Officer, Hampton Roads – FT, Exempt  
**Department:** Mission Advancement  
**Reports to:** Director of Mission Advancement

## **POSITION DESCRIPTION**

Virginia Supportive Housing is seeking a **full time Major Gifts Officer for our Hampton Roads, VA region**. Fully remote, generous PTO and benefit package! The Major Gifts Officer serves on Virginia Supportive Housing’s Mission Advancement team and focuses on fund development, particularly oversight of major gifts resource development in the Hampton Roads region to further the organization’s mission of ending homelessness.

In this role, the Major Gifts Officer will manage a portfolio of existing major gift donors and implement plans for the identification, qualification, cultivation, and solicitation of prospects.

## **PRIMARY RESPONSIBILITIES AND DUTIES:**

- Implement programs and activities in partnership with key staff, board members, and other volunteers to identify, educate, cultivate, solicit, and steward donors at the \$1,000 level or higher.
- Successfully establish continual growth of the major donor prospect list. The Major Gifts Officer is expected to play a significant role in developing the portfolio.
- Develop and execute ongoing strategies for qualifying and evaluating major gift prospects via small cultivation events, research, and community networking.
- Serve as the primary relationship manager for existing major donors in the portfolio, and support the development efforts of other key primary relationship managers.
- Develop and implement “moves management” plans for each assigned donor and prospect.
- Serve as one of VSH’s primary liaisons with the local Hampton Roads community— individuals, foundations, corporate funders, and other community partners.
- Collaborate with Richmond-based Mission Advancement team members who will provide grant writing and administration; donor data management, reporting and gift acknowledgements; and special event support.
- Collaborate with the Manager of Annual Fund and Grants on the annual grant plan and calendar, ensuring effective implementation of the plan.
- Meet with regional institutional funders to discuss proposals before submitting a request
- Provide insight on regional trends and issues and the competitive fundraising landscape to the Director of Mission Advancement, Executive Director, Board Members and other key partners and staff



- Develop, review and submit reports as requested to include an evaluation of current fundraising performance and any issues related to the resource development program; make recommendations on any needed course of action
- Demonstrate knowledge and best practices of effective and ethical fundraising standards

**Qualifications and Preferred Skills:**

Bachelor's Degree in Communications, Marketing, Business Administration, Liberal Arts, or closely related field from an accredited program.

Minimum of five (5) years of demonstrated fundraising experience; demonstrated success in soliciting gifts of \$5,000 and more;

Requires strong experience establishing funding relationships with individuals, corporations and foundations

Must work well independently

Ability to maintain confidentiality

Strong writing, editing and comprehension skills

Strong presentation skills

**Physical and Sensory Requirements:**

Mobility, walking, climbing, sitting, standing, reaching, bending, lifting (minimum of 10 lbs), fine hand coordination, ability to read, write, listen and speak clearly, the ability to understand and follow written and oral instructions and directions, ability to drive a vehicle and travel, and ability to remain calm under pressure. Must be able to sit and/or stand for extended periods of time.

Must be able to use computer, cell phone, monitor, mouse, and keyboard extensively.

**Compensation:** Base salary \$65,000-\$70,000

**Position is Open until filled**

**Application Instructions:** Please apply via Indeed, or email resume and cover letter with salary requirements to [jobs@virginiassupportivehousing.org](mailto:jobs@virginiassupportivehousing.org) with "Major Gifts Officer" in the subject line. No phone calls, please.