

Major Gifts Officer
Southern Poverty Law Center
Date Posted: March 3, 2019

Summary:

The development officer is responsible for managing, cultivating, and soliciting a select group of donors. This is an exciting time in our nation to support the SPLC's mission to fight hate and bigotry in all its forms, teach tolerance, create anti-bias materials for classrooms, and seek justice for the most vulnerable among us. The development officer functions as part of a multi-disciplinary team responsible for innovative approaches to crafting gift opportunities and engaging donors in SPLC's work and is a key team member in the development of overall goals and strategies. The successful development officer will enthusiastically support the Southern Poverty Law Center's mission and accurately relay its work to a variety of constituents.

Primary Responsibilities:

The development officer is responsible for managing a portfolio of high-potential donors and prospects. They will be expected to identify, qualify, cultivate, solicit, and steward major gift donors and prospects in order to increase their annual and long-term giving. Extensive travel required.

Qualifications:

Education and Related Work Experience:

- Four years of professional experience in fundraising, sales, marketing, or other field requiring exceptional skills in communication, project management, and results-driven relationship-building. Nonprofit advocacy experience preferred.

Knowledge, Skills, and Abilities:

Advanced Fundraising Skills:

- Proven track record of soliciting and obtaining six and seven-figure gifts.
- Understanding of non-profit fundamentals, including fundraising practices, concepts, and techniques.
- Understanding of ever-changing trends in fundraising and philanthropy.
- Ability to connect with donors, develop strong relationships, and think creatively and strategically about constituent engagement.
- Ability to analyze donor's charitable and economic interests.
- Excellent communication skills, including ease and skill in cultivating relationships with people of diverse backgrounds, ages, and circumstances.
- Understands and applies Fundraisers Code of Ethics for donor relations.

Project Management Skills:

- Ability to understand and use project management/moves management skills.
- Ability to work independently and manage multiple complex tasks simultaneously.
- Ability to establish goals, objectives, and timelines as well as meet deadlines under pressure.
- Excellent interpersonal skills required when working with a group.

Other Special Considerations:

- Familiar with Microsoft Office Programs (Word and Excel); computer database literacy.
- Ability to travel about 50% of the time.
- This job is performed under general office conditions and is not subject to any strenuous physical demands or dangerous conditions.

Disclaimer:

The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. These statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

An Equal-Opportunity Employer with a Commitment to Diversity

Southern Poverty Law Center is proud to be an equal opportunity employer, and as an organization committed to diversity and the perspective of all voices, we consider applicants equally of race, gender, gender identity, color, sexual orientation, religion, marital status, disability, political affiliation, national origin, or prior record of arrest or conviction.

To apply for this position, please visit www.splcenter.org/about/careers/jobs?gh_jid=4067409002.