

## Job Summary

La Jolla Institute for Immunology (LJI) is seeking a dynamic and highly motivated major gift officer to play a critical role in expanding philanthropic support for the Institute's world-class immunology research. This is a front-line fundraising role focused on identifying, cultivating, soliciting, and stewarding individuals with the capacity to make gifts of \$25,000 or more annually in support of LJI's mission. This position is ideal for a proactive relationship-builder who thrives on initiating meaningful connections and opening new doors.

Reporting to the Vice President of Advancement (VPA), the Advancement Officer, Major Gifts (AO, MG) will initially devote significant time to discovery work and portfolio development. The AO, MG will be responsible for executing strategies to qualify previously unengaged or lightly engaged individuals, build a pipeline of major gift prospects, and lay the foundation for long-term cultivation, solicitation, and stewardship. Over time, the role will evolve to include less time on discovery and qualification once the portfolio is established.

The AO, MG will play a pivotal role in expanding our pipeline of philanthropic support at a time when philanthropic support for research is greatly needed. Performance measured by both activity and outcomes.

The AO, MG will collaborate closely with advancement colleagues, scientific leadership, and program staff to align donor interests with LJI's mission to understand and treat immune-related diseases such as cancer, autoimmunity, and infectious disease. **This is a full-time onsite position (Monday-Friday).**

### Key Responsibilities:

#### Discovery and Qualification (40%)

- Identify and proactively engage previously unqualified or lightly engaged prospective donors through outreach, prospecting, and referrals.
- Conduct discovery and qualification visits to assess philanthropic interest, alignment with LJI's mission, and giving capacity.
- Strategically add qualified individuals to the major gift portfolio and tailor cultivation plans accordingly.

#### Cultivation, Solicitation, and Stewardship (40%)

- Build and manage a portfolio of 75–150 qualified major gift prospects and donors, with a focus on those capable of giving \$25,000+ annually.
- Develop individualized cultivation and solicitation strategies in alignment with LJI's scientific priorities and philanthropic goals.
- Partner with faculty and leadership to engage donors and present compelling funding opportunities.
- Lead or support gift solicitations, proposal development, donor communications, and stewardship in partnership with the VP of Advancement and other Advancement colleagues.
- Ensure excellent donor experience and long-term relationship building.

#### Strategic Collaboration (10%)

- Collaborate with Advancement and Communications colleagues to align efforts with LJI's broader fundraising priorities, including campaigns, special initiatives, annual programs and events.
- Represent LJI at small events, tours, and scientific programs to deepen donor understanding and interest.

#### Data Management and Reporting (10%)

- Maintain accurate and timely records of donor contacts, strategies, and outcomes in the CRM database.
- Track progress against individual and team goals, and regularly report on portfolio development, activity metrics, and revenue outcomes.

#### Other:

- In addition, the AO, MG shall:
  - Represent the Advancement Department internally as assigned.
  - Represent LJI externally as assigned.
  - Other duties as designated by the VPA.

#### **Performance Metrics:**

- Number of discovery/qualification visits and prospects added to portfolio annually.
- Growth and management of a qualified prospect portfolio (target: 75–150).
- Number of solicitations made and gifts closed, with defined annual fundraising goal.
- 100% stewardship efforts for portfolio members within 72 business hours of gift or commitment.
- Movement of prospects through the giving pipeline.
- Quality and consistency of prospect engagement, planning, and CRM documentation.

#### **Leveling Requirements:**

- Minimum of four years in a full-time fundraising position, with a minimum of three years dedicated to individual major gift fundraising, and a demonstrated history of independently soliciting and closing \$25,000+ gifts. Experience in research or academic medicine is a plus.
- Understanding of the “Moves Management” process or other proven relationship-management processes/philosophies, and ability to think and work strategically.
- Organized, self-motivated, and adept at managing multiple priorities in a fast-paced environment.
- Ability to work independently and as a member of a team, establish priorities, and work collaboratively.
- Willingness to travel and to work hours outside the normal working day (i.e. nights and weekends).
- Commitment to maintaining absolute confidentiality and high levels of sensitivity.
- Ability to translate scientific content into compelling, accessible narratives for a lay audience.
- Demonstrated experience and the ability to interact in a positive and effective manner with diverse clientele, including donors, Board members, senior management, faculty, and other staff using a high degree of tact, diplomacy, and discretion, with an emphasis on flexibility and professionalism.
- Prior experience with a donor CRM required, Salesforce preferred.

- Proficient with MS Office Suite and G Suite.
- BA/BS degree strongly preferred. Additional education or fundraising certifications (i.e. CFRE) is a plus.

**Please apply directly on our website:** <https://jobs.dayforcehcm.com/en-US/lji/CANDIDATEPORTAL/jobs/1520>

**Salary Range:** 96,154 USD to 139,423 USD per year

**The La Jolla Institute for Immunology (LJI) offers a collegial work environment that emphasizes collaboration, teamwork and creativity. Full-time employment at LJI includes a competitive salary, medical/dental/vision benefits, paid sick leave, and contributions to a retirement plan (403B). For the last decade, LJI has been ranked as one of the best places to work in San Diego by the San Diego Business Journal. The Institute hosts world-renowned faculty and over 80 postdoctoral researchers with scientists from over 30 countries. LJI is located in the Science Research Park on the campus of UC San Diego, providing easy access to the San Diego life sciences community and all that the area has to offer.**

**LJI provides Equal Employment Opportunity (EEO) to all employees and applicants for employment, and prohibits discrimination and harassment of any type, regardless of race, color, religion, age, sex, national origin, marital status, disability status, genetics, medical conditions, protected veteran status, sexual orientation, gender identity or expression, reproductive health decisions, or pregnancy, or any other condition protected by state and local laws. This applies to all terms and conditions of employment, including recruitment, hiring, placing, training, promotion, compensation, benefits, transfers, educational assistance, terminations, layoffs, recalls, transfers, leaves of absences, and social and recreational programs.**

**La Jolla Institute is committed to compensation that is externally competitive and internally equitable. We validate this commitment by conducting regular market analyses to remain competitive with organizations of similar size in the nonprofit, independent research sector. Compensation decisions consider a variety of factors including experience, education, unique skill sets, organizational need, and internal equity.**