



POSITION ANNOUNCEMENT

Job Title	Major Gifts Officer (Two Positions Available)
Department	Development
Hours	Full Time; Exempt
Supervisor	Director of Development
Salary	\$65,00 - \$80,000 depending on experience

ORGANIZATIONAL BACKGROUND

Established as a community non-profit organization in 1972, The Center provides targeted programs and services to the full diversity of the San Diego LGBTQ community. The mission of The Center is to enhance and sustain the health and well-being of the lesbian, gay, bisexual, queer, transgender, nonbinary, immigrant, and HIV communities to the betterment of our entire San Diego region. Our vision is to create a Center and organizational culture where every person feels and knows that they are welcomed, valued, and supported. As the beacon for our regional LGBTQ community, each day we actively recommit to be a more vibrant, bold, innovative, safe, and modern Center than the day before. The Center is a sex-positive organization that provides advocacy and critical health and social support services to support our community members through all stages of life, with a focus on our deeply held values of equity, social justice, and client-centered, trauma-informed care. The Center currently has nearly 80 staff, working at five facilities across San Diego County.

POSITION SUMMARY

Under the direction of the Director of Development, the Major Gifts Officers will work to enhance The San Diego LGBT Community Center's (The Center) fundraising efforts. These positions will foster increased fundraising, developing, and implementing strategies to fill the individual giving pipeline, including annual, major, and planned gifts and foster more profound engagement with our individual stakeholders. The Major Gifts Officers will engage and grow The Center's community of donors, including cultivating strong relationships with existing major donors, steward prospective donors, as well as annual and monthly donors.

The Center is seeking two enthusiastic Major Gifts Officers with a minimum of three years of experience in professional fundraising. Strong candidates will be strategic leaders with enthusiasm for meeting, engaging, and inviting Center supporters to join our donor community. They will be mission-driven, with the ability to meet fundraising goals and work as a team. They will speak as compelling storytellers in digital and in-person communication, inspiring existing and future supporters. The Major Gifts Officer is a team player that can utilize our development system, Raiser's Edge, to ensure stewardship and appreciation. They are organized, well-managed, and asks for support. The Major Gifts Officer stays ahead of the curve, learning new tools in an ever-changing philanthropic environment to grow The Center's base of support.

PRIMARY ROLES & RESPONSIBILITIES

- a. The Major Gifts Officer will work under the direction of the Director of Development to advance The Center's fundraising objectives (including annual giving, major gifts, corporate giving, planned giving, and multi-year campaigns). The Major Gifts Officer will contribute to the department meeting its financial benchmarks, with a special focus on growing The Center's individual giving program.
- b. The Major Gifts Officer is responsible for identifying/developing relationships with a core group of prospective leadership donors with capacity for major gifts of \$1,500+ or as defined by management; managing an active portfolio of 80-120 supporters; and maintaining an active awareness of individuals in the prospect pool in various stages of identification, cultivation, solicitation, and stewardship. Implement strategies to reach these goals, including, but not limited to: individual visits, research, donor database management, and networking.
- c. Maintains an active awareness of goals, objectives, and direction of the development program.
- d. Works closely with leadership to implement gift strategies that include major gifts, the development of proposals, campaign materials, fundraising communication/marketing plans, stewardship, donor events, and other activities related to fundraising.
- e. Work collaboratively with program staff to connect the donor community to The Center's cutting-edge services and programs and create a more actively engaged and informed donor community.
- f. Serve as an ambassador of The Center externally in the community and in partnerships.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- 1. Education and/or Experience:** A minimum of three years of professional fundraising experience working with donors in a philanthropic environment and superior interpersonal skills are required. Experience working within the LGBTQ community is a plus. A bachelor's degree is a plus, though not required.
- 2. Communication:** Excellent verbal and written communication skills, including strong organizational, detail, and interpersonal skills; ability to "manage up," and to establish and maintain effective working relationships with management, employees, donors, clients, and community members.
- 3. Language Skills:** Fluency in English required, and fluency in Spanish is a plus.
- 4. Other Skills:** Must demonstrate competence in working with diverse populations. Must have excellent interpersonal communication and time management skills. Must demonstrate the ability to manage multiple tasks with shifting priorities. Ability to supervise, direct and lead staff and volunteers of different cultures. Those with lived experience as a member of a historically under-served community (i.e., low income, communities of color, LGBTQ communities, immigrant communities, etc.) are strongly encouraged to apply.
- 5. Computer/Office Equipment Skills:** Must be comfortable working in PC/Windows-based environments. Must have proficiency with Microsoft Office, particularly Word, Outlook, and Excel. Must have experience working within a donor database system, and experience with Raiser's Edge is a plus!

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Please note: We are unable to accept any phone or walk-in inquiries for this position.

The San Diego LGBT Community Center is an Equal Opportunity Employer.