

# Philanthropy Officer, Major Gifts

Regular Full-Time

San Diego, CA, US

**Salary Range:** \$88,000.00 To 95,000.00 Annually

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Job Details	
Job Title	Philanthropy Officer, Major Gifts
Reports To	Director of Philanthropy and Major Gifts
Salary Grade	E6
FLSA Status	Exempt
Effective Date	July 2021

Summary
Reporting to the Director of Philanthropy and Major Gifts, the Philanthropy Officer (PO, MG) will play a critical role in increasing donor support by securing major gifts (\$25K+). PO, MG's job function is to strategically move prospects and donors through of all phases of the donor cycle to include identification, qualification, cultivation, solicitation, negotiation, recognition and stewardship.
Essential Functions
<ul style="list-style-type: none"><li>• Maintain a donor portfolio of approximately 125 major gift prospects (defined as those giving or showing capacity, affinity and inclination to give \$25K or more.)</li><li>• Practice "moves management" to effectively and efficiently move and track prospects and donors through the donor pipeline.</li><li>• Develop solicitation strategies for prospects and donors in support of the funding priorities as defined by Father Joe's Village leadership.</li><li>• Partner with special events colleagues to strategize and help execute events for our prospects and donors.</li><li>• Partner with communications colleagues on messaging and copy as well as the look and feel of collateral material, both print and digital.</li><li>• Partner with our annual giving and planned giving colleagues to develop tailored and meaningful donor and prospect strategies.</li><li>• Secure matching gifts and promote matching gift opportunities.</li><li>• As needed, assist with creating reports for president and CEO and board of trustees.</li><li>• Regularly report on donor strategies and solicitation timelines as well as overall moves management progress to president and CEO and board of trustees.</li><li>• Participate in developing and executing high-level donor strategies.</li><li>• All other duties as assigned.</li></ul>

### **Qualifications**

- Bachelor's degree or equivalent experience plus a minimum of three to five years of experience managing major donor relationships with demonstrated success in closing gifts of \$25K+.
- Experience with donor fundraising software; experience with Raiser's Edge a plus.
- Experience with "moves management" method of tracking efforts to "move" prospects and donors through the donor pipeline.
- Proficiency with Microsoft Office.
- Superb communication skills – verbal, written and presentation – to include various types of correspondence, invitations, newsletters and proposals.
- Warm, personal and professional demeanor with a genuine affinity for Father Joe's Villages mission and appreciation for its clients' unique and difficult journeys.
- Excellent organizational and project management skills.

### **About Father Joe's Villages**

At Father Joe's Villages, we're looking for compassionate, mission-driven individuals to join our team and help us end homelessness one life at a time. Our work is driven by our C.R.E.E.D which is the foundation for our interactions with clients, volunteers, other staff members and the community at large:

#### **Our Values**

- Compassion-Concern for others and the desire to assist.
- Respect-An act of giving particular or special regard.
- Empathy-Understanding and being aware of and sensitive to the feelings, thoughts, and the experience of others without judgment.
- Empowerment-Helping others to help themselves.
- Dignity-All people are considered worthy of our esteem.