**MAJOR GIFTS OFFICER**

**Remote Telecommuting Position Based in California**

Management Recruiters - Mid Hudson Valley is an executive search firm focused solely in serving the nonprofit sector.  We have a national practice and the large majority of our placements are executive leadership and senior fundraising professionals.

Our client is **Compassion & Choices (C&C** – www.compassionandchoices.org). Compassion & Choices works nationally to improve care and expand choice at the end of life. Compassion & Choices envisions a society where everyone receives state-of-the-art care at the end of life, and a full range of choices for dying in comfort, dignity and control. They engage their mission through three main pillars of service: end-of-life consultation, educational programs, and legislative/legal advocacy. Compassion & Choices is leading the way nationwide in their efforts to make medical aid in dying a legal and acceptable option for terminally-ill, mentally competent adults. They are taking a multi-prong approach--legislation, litigation, and ballot initiative—to assure that they bring end-of-life options to everyone.

C&C has retained us to recruit and place a skilled Major Gifts Officer with them.

**Position Overview**

This position is primarily responsible for prospecting, cultivating and soliciting up to six figure gifts from prospects and major donors in the West Coast with a heavy emphasis on California donors. The ideal candidate must have a proven track record of soliciting and closing major gifts and demonstrated ability to develop and grow long term philanthropic relationships while consistently meeting fundraising goals. Experience in closing C4 gifts also strongly desired.

**Key Responsibilities**

* Steward a portfolio of approximately 150 current donors; utilize moves management to increase their giving.
* Work with organizational leadership and current supporters to find connections to prospective donors with the capacity to make 5 to 6 figure gifts.
* Working with the National Director and the organization’s leadership, begin and maintain fast pace of cultivating and soliciting gifts from current and prospective donors.
* Engage current donors and volunteers in the identification, cultivation, and solicitation of new prospects.
* The candidate will contribute by employing and role-modeling key processes and programs that support an office-wide emphasis on collaborations, efficiencies and metrics/performance based outcomes.
* Supervisory Responsibilities - this position may manage some members of the development team . Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
* Timely and accurate completion of related reports (such as “P card” statement, performance reviews, time cards, etc.).
* Demonstrates commitment to and active support of C&C’s Diversity & Inclusion program.

**Competencies**

* **Adaptability** - Adapts to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.
* **Donor Relations** - Manages difficult or emotional donor situations. Responds promptly to customer needs. Solicits customer feedback to improve service. Responds to requests for service and assistance. Meets commitments.
* **Dependability** - Follows instructions, responds to management direction. Takes responsibility for own actions. Keeps commitments. Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
* **Ethics** - Treats people with respect. Keeps commitments. Inspires the trust of others. Works with integrity and ethically. Upholds organizational values.
* **Initiative** - Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities. Asks for and offers help when needed.
* **Interpersonal Skills** - Works as a team player with others (staff, volunteers, etc.); Provides information to staff/volunteers on volunteer activities; Ability to communicate effectively with diverse audience; Focuses on solving conflict, not blaming; Maintains confidentiality; Active listening skills; Keeps emotions under control; Remains open to others' ideas and tries new things. Accepts feedback from others; Gives appropriate recognition to others. Maintains confidentiality.
* **Judgment** - Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions.
* **Problem Solving** - Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Works well in group problem solving situations. Uses reason even when dealing with emotional topics.
* **Teamwork** - Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests. Able to build morale and group commitments to goals and objectives. Supports everyone's efforts to succeed.
* **Written Communication** - Writes clearly and informatively. Edits work for spelling and grammar. Varies writing style to meet needs. Presents numerical data effectively. Able to read and interpret written information. The candidate will have strong written and oral communication skills demonstrated through the development of successful donor communications.

**Qualifications**

**Education and Experience:**

* Bachelor’s Degree, preferably in Business, Marketing, Communications or Non-Profit Management.
* Minimum of five (5) years’ experience in nonprofit development, marketing or communications (or equivalent combination of experience and/or education) including a minimum of 3 years of direct fundraising experience, and a track record of closing 5 to 6 figure gifts.

**Mathematical Skills:**

* Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability**:

* Ability to define problems, collect data, establish facts, and draw valid conclusions.

**Computer Skills:**

* To perform this job successfully, an individual should have working knowledge of Microsoft Office, donor databases, and basic prospect research tools.

**Language Skills:**

* Ability to read and interpret documents and reports. Ability to respond to inquiries or complaints from donors. Ability to effectively present information to donors, volunteers, organizational management, and public groups.

**Travel:**

* Must be able and willing to travel (overnight and possible weekends); 30% of travel. Travel costs and mileage are employer paid.

This is a full-time salaried position based remotely in California. C&C offers a very competitive salary, as well as a comprehensive benefits package.

Compassion & Choices is an Equal Employment Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected Veteran status, sexual orientation, gender identity, or any other protected categories covered under local law.

If you are interested in this excellent career opportunity, please email your resume and cover letter (Word documents only, please) to:

**Tom Damewood**

**Owner / Manager**

**Management Recruiters – Mid Hudson Valley**

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