

Women's Foundation for a Greater Memphis Major Gifts Officer

Reports to: Director of Development

Category: Exempt, Full-Time

Salary Range: \$70,000 – \$75,000 / year, commensurate with experience

Application Link: <https://app.loxo.co/job/MTAyMDItbnNpeXVsbzlxNGMwYms0dA==?t=1762362937780>

About Us:

At the Women's Foundation for a Greater Memphis (WFGM), we believe in the power of community to transform lives. For nearly 30 years, we have championed women and children in Shelby County and across the Mid-South, creating opportunities that lead to stability, growth, and lasting impact. Through philanthropy, leadership, and strategic partnerships, we invest in programs that help families thrive and reach their full potential. Joining WFGM means becoming part of a passionate, mission-driven team where your work will directly shape stronger communities and a brighter future for generations to come.

Position Summary:

WFGM seeks an experienced, strategic, and relationship-focused Major Gifts Officer to help us meet ambitious targets over the next five years. Reporting to the Director of Development (DOD), the Major Gifts Officer manages a defined portfolio to secure significant gifts from individual donors in support of the Annual Fund and the multi-year sustainability campaign. The role blends disciplined qualification, thoughtful cultivation, and timely solicitation with accurate documentation in the donor management system. The Officer participates in all stages of the major gift: prospecting, cultivation, solicitation and stewardship; develops new relationships beyond the current donor base, advances planned and legacy conversations when appropriate, and partners with the Director of Development and the Chief Executive Officer on principal opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Donor Strategy and Portfolio Development

- Manage and grow a portfolio of approximately 100 major gift prospects; identify, qualify, cultivate, solicit, and steward.
- Manage a primary territory in the Mid-South (Memphis, West Tennessee, North Mississippi, and Eastern Arkansas) while remaining responsive to major donor opportunities in bordering regions.
- Develop and execute a relational fundraising strategy that moves prospective donors beyond transactional giving, including purposeful discovery meetings, tailored communications, and proposals aligned with organizational priorities.
- Steward existing major donors through consistent, timely communication and impact reports tied to their specific areas of interest, with the goal of strengthening relationships and increasing their financial support.
- Apply the Foundation's money moves management approach to plan and lead intimate donor gatherings and cultivation events across the region; partner with the Director of Development and President/CEO on joint solicitations, briefings, and follow-up.
- Work collaboratively with the team to identify current donors with increased giving potential and move them into higher levels of engagement and support.
- Support corporate sponsorship strategy as assigned, including briefings and coordinated follow up with the Director of Development.

Planned and Legacy Giving

- Identify and advance legacy opportunities appropriate to each relationship, including bequests and beneficiary designations
- Collaborate with Development Associates to track legacy giving intentions and maintain a clear pipeline view, ensuring donor wishes are honored and relationships are stewarded thoughtfully.

Data, Reporting, and Compliance

- Ensure that donor relationships are strengthened through timely follow up, with all commitments and next steps accurately captured in the donor management system.
- Provide monthly contact and activity updates that track progress toward fundraising goals and inform strategic next steps with the Director of Development.
- Leverage reports and dashboards to monitor activity, proposal volume, and commitments, ensuring alignment with organizational goals
- Champion AFP ethical standards and organizational fundraising policies, including gift acceptance and donor privacy, ensuring every gift reflects both donor intent and WFGM's mission

QUALIFICATION REQUIREMENTS:

- Experienced fundraiser with a proven track record (4-7 years of experience) in raising gifts at \$10,000 and above from individuals for important causes.
- Should be able to demonstrate results of cultivating donors from first gifts to major donors.
- Passion for building relationships on behalf of the Foundation and the communities that we serve, be goal-oriented, self-starter, strong organizational and communication skills, and able to work independently.
- Working knowledge of planned and legacy giving concepts and the ability to introduce and advance these conversations appropriately.
- Proficiency with a donor management system and Microsoft Office; disciplined with documentation and follow up.
- Willingness to travel regularly throughout the territory and occasionally to grantee partner sites
- Bachelor's degree or equivalent experience; CFRE or relevant coursework is a plus.

WORK ENVIRONMENT:

This role places you at the heart of WFGM's mission, working alongside community leaders, donors, and partners who share a commitment to advancing equity and opportunity for women and families. While the position is primarily office-based, you will also have opportunities to engage in meaningful donor meetings across the Mid-South and participate in select evening and weekend events that celebrate and strengthen these vital partnerships.

BENEFITS:

At WFGM, we believe that supporting our team is just as important as supporting our mission. We offer a competitive salary along with health, dental, and vision insurance, a retirement plan with employer contribution, and generous paid time off that includes holidays and personal leave. To encourage growth and connection, we also provide opportunities for professional development that help our staff thrive both personally and professionally.