



Major Gifts Officer - Hybrid Opportunity

WFH Flexible • Denver, CO • Development

Job Type

Full-time

Description

Are you compassionate about animals and have a desire to speak for those who cannot? For over 100 years, the Dumb Friends League has been working to end pet homelessness and animal suffering by providing a strong and steadfast voice for those who cannot speak for themselves. If you work well with people too, join our team and help us provide that voice.

Purpose of Position: Work with the Manager, Major and Planned Giving to develop and implement a strategy targeting individuals capable of making significant annual contributions of \$5,000 or more to support the mission of the Dumb Friends League. The Major Gift Officer is responsible for identification of prospective donors as well as qualification, cultivation, solicitation, and creative stewardship of a portfolio of existing donors.

Responsibilities:

- Secure major gifts (\$5,000+) from donors
- Steward, qualify and solicit mid-level donors with the goal of upgrading and growing major gift prospects
- Execute a strategic plan to achieve individual major gift revenue and retention goals; exceed goals and objectives
- Maintain a working portfolio of individual major gift prospects and current donors raising at least \$750,000 annually using fundraising database to accurately track interactions and progress
- Create and present meaningful interactions between donor or prospect and Dumb Friends League staff
- Secure renewal gifts from current donors while increasing engagement and financial support of the League and its programs
- Research, qualify, creatively cultivate, and solicit major gifts through face-to-face or meaningful / personal interactions with current and prospective donors
- Create and implement moves management plans custom to donors' interests, motivations, and giving patterns
- Write effective proposals and stewardship reports reflecting the impact of the gift
- Ability to qualify donor opportunity and identify supporters that represent the highest giving capacity for the League
- Create timely reports that reflect caseload and performance

People Care

People are the key to fulfilling our mission. Making internal and external patrons and their needs a primary focus is expected in all situations. This position interacts with and collaborates with employees at all levels of

the organization. Communication occurs through face to face, telephone, and electronic interactions and may also include contact with the general public and League business partners. Communication and contact must be clear, understandable, cooperative, professional and respectful in all circumstances. Employees are expected to actively support a positive team environment, directly address conflict, and appropriately express concerns.

Competencies

Competencies are work behaviors and expectations necessary for successful job performance. They encompass knowledge, skills, abilities, attitudes, and actions.

Organizational competencies apply to all jobs at the League; position competencies are specific to this position.

Organizational Competencies

- Accountability
- Flexibility
- Leadership
- Teamwork
- Attention to Detail
- Initiative
- Managing Resources
- Technical Expertise
- Decision Making
- Integrity
- Results Oriented
- Time Management

Position Competencies

- Analytical Thinking
- Fiscal Responsibility
- Project Management
- Community Partnerships
- Innovation
- Donor Relations
- Strategic Thinking
- Financial Acumen

Supervisory or Managerial Responsibility

- Volunteers

Travel

- This position may require travel to different work sites

Full Time Benefits – Please visit our website for a comprehensive list of all offered benefits.

- Benefits (medical, dental, and vision)
- Flexible spending accounts

- League-paid Life and Short-Term Disability Insurance
- Paid Time Off (PTO)
- Holiday Pay
- 401(k) with matching
- Sabbatical program
- And more!

Compensation: Starting at \$66,000.00 - \$80,000.00 (starting pay commensurate with market, experience, and equity)

Work Conditions and Physical Requirements

Performs work primarily in an office setting. Potentially prolonged periods of sitting and repetitive motion. May work in an area with high noise level. Potentially subject to animal bites and scratches. Exposure to cleaning chemicals, fumes, dust, animal dander, and feces. Occasional lifting with reasonable accommodation.

Requirements

Position Qualifications:

Knowledge/Skills/Abilities

- Ability to maintain confidentiality.
- Excellent presentation and writing skills.
- Strong verbal, written, and interpersonal communication skills and a proven ability to engage, motivate and inspire others to action
- Strong work ethic and commitment to being a 'best in class' fundraiser
- High level of organization, attention to detail and ability to be self-motivated
- Proficiency with Microsoft Office
- Knowledge of fundraising database software

Required

- Education: Bachelor's degree in non-profit management, communication, sales or related field, or equivalent experience
- Experience: Three years sales or fundraising experience

Desired

- Experience with fundraising software (i.e. EveryAction)

To Apply:

Interested candidates may [apply online](#) here.