Major Gifts Officer

Overview
Food Bank of the Rockies has a strong reputation as a key resource in addressing food insecurity. The COVID-19 pandemic and the ensuing climate of inflation and supply chain challenges have raised awareness of food insecurity in our community and Food Bank of the Rockies is rising to meet that challenge. Food Bank of the Rockies recently embarked on a capital campaign that will help us better meet our neighbors’ needs for equitable food access, in part by creating a new distribution center in the Denver area.

The Major Gifts Officer is responsible for securing funds for Food Bank of the Rockies and fulfilling the philanthropic interests and passions of individual donors by providing them with giving opportunities and inviting them to give. The successful Major Gifts Officer will help donors become and remain engaged with Food Bank of the Rockies, ensuring that they are retained as continuing donors to the organization and that they reach their maximum potential in their giving and involvement. This position works in a high-volume, fast-paced environment and collaborates cross-departmentally to ensure alignment and funding of key initiatives for the organization.

We value diversity and inclusivity and are thus always looking to diversify our staff with an eye toward race and ethnicity, sexual orientation, gender, and age, among other areas. Candidates who bring such diversity are encouraged to apply.

Mission: We ignite the power of community to nourish people facing hunger
Values: Service; Integrity; Diversity, Equity & Inclusion; Collaboration; Innovation

Primary Responsibilities:
• Qualify, cultivate, and solicit a dynamic portfolio of approximately 60 individuals capable of giving $25,000 or more, including capital campaign prospects.
• Create and implement a relationship action plan for each individual in the portfolio, informed by their passions, interests, and communication preferences.
• Secure appropriate project information, including budgets, and create compelling written communications, including proposals and impact reports.
• Solicit or facilitate solicitation meetings with major donor prospects.
• Assist with major gift stewardship and play a key role in implementing cultivation and stewardship plans for major donor prospects not currently in portfolio management.
• Maintain accurate and timely records and contact reports of all interaction with donors utilizing fundraising software.
• Represent Food Bank of the Rockies’ mission with genuine passion and professionalism
• Perform other duties as assigned

Performance will be measured by:
• Qualification and disqualification of prospects, including appropriate documentation.
• Achieving overall agreed-upon revenue goal based on individual donor goals and strategic priorities of the organization.
• Retaining and upgrading donors, including cultivation of transformational gifts.

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• Development of personalized engagement and solicitation plans that take into account individual donors’ interests, motivations, giving patterns, and communication preferences.
• Securing project and organization information to write effective and compelling proposals, regular and timely impact reports back to donors, and other communications
• Creating accurate and timely progress reports that reflect portfolio performance
• Effectively managing people, process, deadlines, and budget while adhering to the policies and procedures of the organization.
• Effectively collaborating with peers, colleagues, and management, including maintaining a positive and constructive attitude, being a team player, and advancing the mission, goals, and values of Food Bank of the Rockies.

**Required Knowledge, Skills, and Abilities:**

• Commitment to fulfilling the Food Bank of the Rockies mission and positively representing the brand both internally and externally
• Knowledge of effective relationship-based fundraising techniques and practices, including for leadership annual gifts, campaign gifts, and planned giving.
• Commitment to excellence and efficiency, with the ability to work independently and collaboratively to create solutions within a fast paced and deadline driven environment.
• Excellent organizational, time management, and follow-through skills
• Excellent written and verbal communication skills, including comfort speaking in both small group and large group settings
• Ability to exercise appropriate level of professionalism and discretion when dealing with confidential information.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Sitting and standing for long periods, walking intermittently
• Using office equipment such as computer, mouse, keyboard, printer
• Indoor office environment, primarily; outdoor work environment occasionally.
• Occasionally lift or move up to 25 pounds

**Required Qualifications:**
• High School Diploma required, Bachelor’s Degree in a related field preferred. Equivalent work-related experience may substitute for the degree requirement.
• Five (5) years or more of professional level fundraising experience in a non-profit setting.
• Experience with relationship-based fundraising and capital campaigns is strongly preferred.
• Experience with Raiser’s Edge fundraising database or similar constituent management software is preferred.
• Proficiency using Microsoft Office Suite, especially Word, Excel, Outlook

**Expected Hours of Work:**

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This is a full-time, exempt position with a flexible work schedule; hybrid work is available. Work schedules may vary each week and consist of weekdays, evenings, and Saturdays. Occasional travel is required within the Denver Metro Area and to our Western Slope distribution center.

**Classification:** Exempt  
**Reports To:** Major and Planned Giving Manager  
**Location:** Denver  
**Compensation:** $68,000 to $71,000 annually with additional consideration for highly qualified candidates. Eligible for up to 6% annual bonus.

**Benefits:**  
Food Bank of the Rockies offers a fulfilling workplace and comprehensive benefits package, including:
- Paid time off, 10 paid holidays, sick time, paid parental leave, paid volunteer time  
- A 401K retirement plan with a 4.5% percent employer-paid match  
- Competitive employee health, dental, vision, and life insurance  
- A monthly incentive for certified bilingual staff

**Thinking about applying?**  
True passion and excitement for making an impact are just as important as work experience. We encourage you to apply even if you feel you don’t check every box in this posting.

*Food Bank of the Rockies is an Equal Opportunity Employer (EOE), M/F/D/V/SO.*