



MAJOR GIFTS OFFICER

Cleveland, Ohio (Hybrid)

Full-Time

Salary Range: \$75,000–\$80,000

(Organizational operating budget approximately \$500,000)

ORGANIZATION OVERVIEW

The mission of the Black Professionals Association Charitable Foundation (BPACF) is to create opportunities for African American professionals by providing scholarship, leadership, and career development.

Established in 1985, BPACF works to advance economic mobility and leadership development through scholarships, professional programming, and recognition of distinguished leaders. As the organization enters a strategic growth phase, BPACF is strengthening its fundraising infrastructure, expanding major gifts, and building its endowment to ensure long-term financial sustainability and community impact.

POSITION SUMMARY

The Major Gifts Officer (MGO) will play a pivotal role in building and growing the organization's major gifts and planned giving programs. Reporting directly to the Executive Director, this position is responsible for identifying, cultivating, soliciting, and stewarding mid- to high-net-worth individuals to secure major and planned gifts in support of annual operations and long-term endowment growth.

This is a strategic, relationship-driven role suited for a development professional with 3–5 years of experience who is excited to help build a major gifts function, deepen donor relationships, and contribute to the long-term growth of a mission-focused organization.

Please email Cover Letter and Resume to:

Laurie Murphy, Executive Director

Laurie.murphy@bpacf.org



KEY RESPONSIBILITIES

Major Gifts Fundraising

- Develop and manage a portfolio of mid- to high-net-worth donors and prospects
- Identify, cultivate, solicit, and steward individual donors capable of making significant gifts
- Design and implement customized donor engagement and solicitation strategies aligned with organizational priorities
- Meet or exceed annual major gifts revenue goals in collaboration with the Executive Director
- Prepare compelling proposals, gift agreements, and donor communications

PLANNED GIVING & ENDOWMENT DEVELOPMENT

- Help establish and grow a planned giving program, including bequests, charitable trusts, and other legacy gifts
- Educate donors and prospects on planned giving opportunities that support the organization's endowment
- Work closely with the Executive Director and Board to integrate planned giving into long-term fundraising strategy
- Track and steward planned gift commitments to ensure sustained donor engagement

DONOR STEWARDSHIP & RELATIONSHIP MANAGEMENT

- Build authentic, trust-based relationships with donors and prospects
- Develop and implement stewardship plans to ensure donors feel valued, informed, and connected to impact
- Coordinate donor recognition efforts and engagement opportunities
- Maintain accurate and timely donor records in the organization's CRM or donor database

STRATEGY, COLLABORATION & LEADERSHIP SUPPORT

- Partner closely with the Executive Director on major donor strategy, donor meetings, and solicitations
- Support and engage Board members in major gifts and planned giving efforts
- Contribute to overall development planning and fundraising strategy
- Provide regular reports, forecasts, and updates on major gifts and planned giving progress



SYSTEMS, REPORTING & BEST PRACTICES

- Track donor activity, revenue performance, and pipeline progress
- Ensure compliance with ethical fundraising standards and confidentiality requirements
- Use data and analytics to inform donor strategy and decision-making
- Assist in strengthening fundraising systems and processes as the organization grows

CORE COMPETENCIES

- **Relationship Building:** Ability to cultivate trust and long-term donor partnerships
- **Strategic Thinking:** Plans and executes fundraising strategies aligned with organizational goals
- **Communication & Storytelling:** Articulates mission, impact, and funding opportunities effectively
- **Results Orientation:** Focused on achieving measurable fundraising outcomes
- **Collaboration:** Works effectively with leadership, Board members, and partners
- **Integrity & Confidentiality:** Demonstrates high ethical standards and discretion
- **Adaptability:** Comfortable working in a growing organization with evolving systems and priorities

REQUIRED QUALIFICATIONS

- 3–5 years of progressive experience in nonprofit fundraising, with a focus on major gifts
- Demonstrated success securing gifts from individual donors
- Experience or strong interest in planned giving and endowment fundraising
- Proven ability to manage donor portfolios and move prospects through the cultivation cycle
- Strong written and verbal communication skills, including proposal and presentation development
- High level of professionalism, discretion, and ethical conduct
- Ability to work independently while collaborating closely with leadership and stakeholders

PREFERRED QUALIFICATIONS

- Experience working in a small to mid-sized nonprofit organization
- Familiarity with fundraising CRMs and donor management systems
- Experience engaging Board members in fundraising efforts
- Passion for economic empowerment, leadership development, and community-based impact
- Cultural competency and alignment with the mission and values of BPACF



EQUAL OPPORTUNITY & COMMITMENT TO INCLUSION

BPACF is an equal opportunity employer. We are committed to creating an inclusive and equitable workplace where all employees and applicants are treated with dignity and respect.

Employment decisions are made without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, age, disability, veteran status, or any other characteristic protected by federal, state, or local law. We value diverse lived experiences and perspectives and encourage candidates from all backgrounds to apply.

BPACF is committed to providing reasonable accommodations to qualified individuals with disabilities in accordance with applicable laws. Applicants requiring accommodation during the hiring process are encouraged to request assistance.