

Job Description

Major Gift Officer

School/Entity: Friends of Breakthrough Schools (FOB)

Status: Full time, salaried

Reports To: Chief Development Officer

Friends of Breakthrough Schools (FOB) is a non-profit organization that focuses on fundraising, alumni support, and advocacy, created on behalf of Breakthrough Public Schools (BPS) scholars, schools, and the community. FOB is responsible for closing the gap in public funding needed to provide quality education to thousands of children in Cleveland each year, as well as working with community, business, and political leaders to build city-wide support for high-quality public school options for all children in Cleveland. In addition, FOB continues to support BPS alumni's pursuit of success in life by leveraging its community network and resources, with the ultimate goal of a robust, equitable, diverse, and sustainable Northeast Ohio economy.

About the Opportunity

Friends of Breakthrough Schools (FOB) seeks a strategic and relationship-driven Major Gift Officer to help advance our mission of ensuring scholars and alumni lead lives of impact and opportunity from kindergarten through career. The Major Gift Officer will manage a portfolio of individual donors and prospects, cultivating meaningful relationships that inspire transformational philanthropic support for Breakthrough Public Schools.

This position is responsible for identifying, cultivating, soliciting, and stewarding major gift donors through personalized engagement strategies and donor-centered relationship management. The Major Gift Officer will work collaboratively with leadership, fundraising colleagues and various members of staff support teams, to ensure financial resources for Breakthrough Public Schools long-term success and sustainability. This position creates the opportunity to build and strengthen an individual giving program at the major gifts level, and to substantially expand the BPS Annual Fund, along with other FOB and BPS projects as they are identified.

The ideal candidate is an exceptional communicator, skilled relationship-builder, and highly organized fundraising professional who thrives in a fast-paced, mission-driven environment. This role requires strategic thinking, and a passion for educational equity, with demonstrated success in closing five-and six-figure gifts.

Key Responsibilities

Major Gift Portfolio Management

- Manage and grow a portfolio of major gift donors and qualified prospects with a focus on cultivation, solicitation, stewardship, and long-term relationship building.

- Conduct regular donor meetings, discovery conversations, school visits, and engagement opportunities to deepen donor investment in Friends of Breakthrough Schools.
- Develop and execute individualized donor strategies and moves management plans designed to increase donor retention and philanthropic support.
- Identify, research, and qualify new major gift prospects through relationship mapping, data analysis, and community engagement.
- Consistently work toward achieving annual fundraising targets through the solicitation and closing five-and six-figure gifts and long-term scholar success.

Donor Cultivation & Solicitation

- Partner with leadership, board members, principals, alumni leaders, and volunteers to support major gift cultivation and solicitation efforts.
- Prepare compelling donor proposals, reports, presentations, stewardship materials, and other fundraising communications tailored to donor interests and organizational priorities.
- Lead and support direct solicitations for annual, multi-year, and special initiative gifts.
- Create meaningful stewardship experiences that demonstrate donor impact and strengthen long-term engagement.

Strategic Fundraising & Relationship Building

- Support the implementation of a comprehensive individual giving strategy aligned with organizational priorities and campaign goals.
- Collaborate across teams to identify and effectively communicate compelling scholar, alumni, and programmatic stories that illustrate the impact of philanthropic investment.
- Represent Friends of Breakthrough Schools at donor meetings, events and community functions.
- Assist with planning and execution of small donor cultivation events and fundraising initiatives as needed

Data Management & Administrative Responsibilities

- Maintain accurate donor records, contact reports, moves management activity, and pipeline tracking within the organization's CRM/database system.
- Analyze donor trends and portfolio performance to inform fundraising strategy and forecasting.
- Ensure timely follow-up, stewardship, and donor acknowledgment processes.
- Participate in team meetings, strategic planning, and other organizational initiatives as needed.

Qualifications

- Bachelor's degree required.
- Minimum of 3–5 years of successful major gift fundraising, development or transferable donor-facing experience preferred.
- Experience managing a major gift or donor portfolio in support of a weekly target of
- in-person donor encounters that have the potential for donor progression towards major gift support.
- Knowledge of fundraising best practices, donor stewardship, and moves management.
- Experience collaborating with executive leaders, volunteers, or boards in fundraising activities.
- Demonstrated ability to build authentic relationships and effectively communicate with a wide range of stakeholders.
- Strong written and verbal communication skills, including proposal and presentation development.
- Ability to manage multiple priorities, deadlines, and donor relationships simultaneously.
- High degree of professionalism, discretion, initiative, and emotional intelligence.
- Passion for educational equity and commitment to the mission of Friends of Breakthrough Schools.
- Proficiency in Google Suite, Microsoft Office, and Raiser's Edge

Compensation & Benefits

\$100,000 - \$120,000 based on experience. Benefits include medical, dental, vision, and retirement—generous PTO in addition to holidays.

Breakthrough Public Schools is an equal opportunity employer and will not discriminate against any employee or applicant for employment because of race, color, religion, gender, sexual orientation, or national origin.