



Homeless Prenatal Program

Title:	Major Giving Officer
Department:	Development Department
Reports To:	Development Director
FLSA Status:	Full-time (39/hrs) Exempt
Directly Leads:	N/A
Coordinates With:	Executive Director, Development Director, Communications Associate, Development Operations Associate, Grant Writer(s) and Donations Manager

Budgetary Responsibility: The Major Giving Officer is a part of the development team, which is responsible for raising a 6.8M annual budget through government, foundation, corporate and individual giving.

SUMMARY OF POSITION

The Major Giving Officer works in partnership with the Development Director (and closely with the Executive Director and Board of Directors) to lead individual giving activities for the agency. This position leads major giving strategy and cultivation efforts.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- 1.) Individual Giving Program Leadership
 - With the Director of Development, plan, develop and execute strategies to cultivate and steward individual donors with a particular focus on major donors (gifts of \$5K+).
 - Responsible for managing donor and prospect portfolio and leading moves management process within the department.
 - Analyze current donor database to identify potential areas of growth.
 - Identify new donor prospects and possible linkages, abilities and interests.
 - Build and strengthen relationships with current donors and prospects.
 - Arrange donor meetings and prep Executive Director and appropriate Board members for site visits, meetings and follow-up.
 - Work closely with Volunteer Coordinator to help identify possibly connections and prospects.
 - Work collaboratively with Development Department on all development activities, with a continued focus on individual and major donors.
 - When appropriate, represent agency at speaking engagements and events.
- 2.) Special Event Support
 - Together with Executive Director, Development Director, Board of Directors and Development Team, help implement annual fundraising events, as well as smaller major donor stewardship events.
 - Strategize and manage major donor invitation and follow-up following events.

QUALIFICATIONS

HPP values a mix of skills, including formal education and work experience in the community. Qualifications for this position are:

- Bachelor's degree.
- At least 5 years of full-time, progressively responsible fundraising experience in the nonprofit sector. Experience in campaign work desirable.
- Track-record in raising major gifts from individuals.
- Demonstrated experience and understanding of donor cultivation and stewardship principles.
- Event planning experience.
- Experience using donor databases and fundraising strategies (Salesforce a plus).
- Excellent written and verbal communication skills.
- Strong intrapersonal skills, aptitude for building relationships.
- Ability to write and speak clearly and persuasively about HPP to varied audiences.
- Strong organizational and time management skills.
- Willingness to work occasional evenings and weekends.
- Ability to work both collaboratively and independently.
- Understanding of and commitment to social justice, HPP's mission and organizational values.
- Leadership skills, collaborative approach to work and commitment to ethical fundraising practices.

Work Environment: Fast paced work environment with multiple demands presented at all times.

Interested candidates should send a writing sample, cover letter and resume to:

jobs@homelessprenatal.org

No phone calls please.

The Homeless Prenatal Program welcomes all staff and does not discriminate on the basis of ethnic origin, religion, gender, sexual orientation or disability in administration of its hiring policies, and other programs.