



Position Title: Major Gifts Officer
Reports To: Executive Director
Classification: Exempt

Date: September 2023
Supervises: not applicable
Salary Range: \$75,000-90,000

General Description

The BHGHCO Major Gifts Officer is a person passionate about the BHGHCO mission and who has a track record of success in identifying and methodically growing genuine relationships with donors, and cultivating these relationships toward higher levels of involvement and giving. The Major Gifts Officer engages with prospects, current donors, and community leaders as a senior-level representative of BHGHCO, collaborating with the Executive Director, board members, committed donors, volunteers and program team to identify, cultivate and solicit major gift donors, as well as manage recruitment, stewardship and retention activities through point-of-entry events, fundraisers, prospect identification and personal networking.

The Major Gifts Officer is responsible for planning, organizing and directing BHGHCO's individual giving initiative, with a focus on major gifts and the annual appeal, as well as partnering with leadership on achieving a \$1 million expansion campaign goal.

The Major Gifts Officer achieves development objectives through his or her own efforts and by engaging, organizing and working through volunteers, but is directly responsible for ensuring all activities are well-planned, timely and appropriate to the situation. All members of the development team are expected to be high-performing team members that put relationships with their colleagues and peers first. The team is built on a high level of trust, transparency and communication that will be essential to any team members joining BHGHCO.

Major Areas of Responsibility

The Major Gifts Officer:

- Develops a working knowledge of BHGHCO, its strategic initiatives, and funding priorities.
- Promotes the BHGHCO mission to the community.
- Contributes to a healthy organizational culture.
- Acts as a role model for integrity, ethical behavior, and fiscal responsibility in support of the BHGHCO mission.
- Performs other duties as negotiated and assigned.

50% - Lead individual giving strategy, manage relationships; supplement corporate donor strategy (outside of event sponsorship).

- Creates and executes strategy to grow the organization's donor base through identification and recruitment of major gift prospects. In collaboration and collectively with the Executive Director, builds to and conducts 15-20 face-to-face visits per month leading to growth of a portfolio of 60-75 active prospects and donors with the capacity and inclination to make a gift of \$5,000+ annually.
- In collaboration with the Executive Director, grows Major Gifts revenue to \$500k in first 18 months, then to \$750k - \$1m in subsequent years.
- Collaborates with the Executive Director, Board and Development Committee to grow corporate support beyond event sponsorship.

- In partnership with the Executive Director, Board and Development Committee fosters and nurtures relationships with the organization's donors and community through intentional stewardship and cultivation efforts.
- Manages prospective donors within a team-based approach and raises funds by managing multiple relationships with prospective donors.
- Tracks high-level donors and prospective donors including timely and accurate documentation of conversations and contacts with donors, volunteers, board members, and staff in Salesforce.
- Interacts with board members, volunteers, leadership, and community members as sources of referrals for potential major donors. Attends and coordinates point of entry events, friendraising events, meetings, and other fundraising events to identify and cultivate relationships with board members and prospective donors.
- Identifies meaningful organizational volunteer opportunities for major gift donors and prospects.
- Develops collateral materials to support donor conversation and strategy.
- Communicates appropriately with development team regarding information about prospects, including contact reports, proposal generation, gift acknowledgement, stewardship reports, and other data important for the maintenance of donor/prospect records.
- Develops fundraising training for development committee and/or board members. Assists board members in cultivating their networks to meet their fundraising goals.
- Engage program team for positive scholar/collegian interaction with donors.
- Assumes responsibility for all development reports to the board and attends all board meetings.
- Collaborates with Executive Director to create and execute strategy for growing grant revenue
- Supports all fundraising events with appropriate duties such as cultivating paddle raise prospects.

40% - In partnership with Executive Director, generates lead and major gifts for \$1 million expansion campaign.

10% - Collaborates with Executive Director around BHGHCO communications

- Supports website and social media efforts
- Collaborates with Executive Director and team on appeals, annual report and other marketing materials
- Collaborates with Executive Director on annual communication plan

Desired Backgrounds/Skills Required

The Major Gifts Officer will have achieved leadership stature in the nonprofit sector. His/her accomplishments will allow him/her to interact with high performing Board Members and supporters. He/she will possess:

- A demonstrated successful track record in cultivation, solicitation, and stewardship of major gift (\$5,000+) prospects and donors.
- 5 or more years work experience in fund development, preferably in an education or youth development related mission.

- A commitment to and understanding of BHGHCO scholars and collegians.
- Excellent time management skills and an ability to handle multiple priorities.
- Familiarity with Salesforce (highly desirable), Office 365 and Canva.
- A willingness to utilize his/her professional skills (fundraising, education, sales, etc.) and networks to enhance the work of the team and advance the mission of BHGHCO.
- Qualities of a team player who is invested in organizational culture, self-directed, creative, and enjoys working in a mission-based institution.
- Excellent organizational and communications (oral and written) skills.
- Understanding that diplomacy, tact, and courtesy are paramount.
- Personal qualities of integrity, credibility, ethics, and a passion for mission of BHGHCO
- A sense of humor.
- BA/BS required.
- Possess a valid CO driver's license and a good driving record
- Certification in CPR and First Aid will also be required as a condition of continued employment.
- Professional work habits and dress

Working Conditions

The nature of the work to cultivate loyal donor relationships will entail periodic early morning, late evening and weekend commitments. This is a busy role!

Flexibility is an option with this position. Eligibility for medical/dental benefits, is based on 36-40 hours per week. A minimum of 32 hours per week is expected.

Hybrid work model - minimum 3 days a week at BHGHCO office, with ability to work from home the other days. During the first 6-9 months of employment additional days in the office may be required to build critical interpersonal connections and strengthen the team's vision, strategy and cohesiveness.

Benefits

- Health and Dental coverage, with a 20% employee contribution toward the premium (50% employee contribution toward dependent care coverage).
- Employer-Paid Term Life Insurance, with an AD&D clause, that provides a benefit of 1.5 X your annual wages up to maximum benefit of \$50,000.
- 15 paid time off (PTO) days, which can be used for either vacation or sick time, and 12 paid BHGH holidays per year.
- 401(k) Plan (3% match after one year of employment)
- Disability Program, which is effective after 90 days of disability, on a prorated basis at 66 2/3% of salary, to a maximum benefit of \$5,000 per month.
- 125 Flex Benefit Plan for Health Flexible spending and dependent care.
- Voluntary Vision Plan – 100% Employee-Paid premiums
- Voluntary Term Life Insurance Plan – 100% Employee-Paid premiums
- Education Assistance Plan after one year of employment

Submit resume [HERE](#).

Questions: mftharp@bhgh.org