



Major Gifts Officer

Reports To: Chief Development Officer & Chief of Staff

FLSA: Exempt, Full-time

Location: Any Location, US

Salary: \$60,000 – \$70,000

DESCRIPTION

The Major Gift Officer (MGO) is responsible for seeking out opportunities and developing initiatives to identify, cultivate and solicit prospects to ensure a strong base of ongoing financial support for INROADS that will allow the organization to achieve its aggressive, long-term growth goals. The MGO will, in collaboration with the Executive Leadership Team, Fund Development Leadership, and other fundraising staff, be responsible for developing and actively managing a portfolio of major gift prospects and donors. The MGO will report directly to the Chief Development Officer (CDO). To apply, send your resume and optional cover letter to golden@INROADS.org.

KEY RESPONSIBILITIES

- Develop and maintain a portfolio of major gift prospects and donors capable of giving significant contributions, ideally five-figure (+) gifts, to INROADS.
- Schedule 10 to 12 meetings per month with potential donors, qualified prospects and current donors.
- Develop and implement management strategies and approaches aimed at advancing donors into higher levels of giving and ultimately planned gifts.
- Steward donors who have already made contributions to INROADS.
- Present regular updates to the CDO and other executive and senior leadership as requested.
- Work and travel with program staff to plan, coordinate and conduct outreach, visits, presentations and events.
- Attend and assist with INROADS fundraising events and activities.
- Build relationships with donors and ensure all major giving donors receive appropriate, consistent recognition and an accounting of the impact of their gift on the organization.
- Prospect by doing research and making phone calls to donors and financial advisors to develop a pipeline of long-term support.
- Produce high-quality proposals, reports and other cultivation, solicitation and stewardship materials as needed to secure annual and major gifts.
- Maintain databases and files by entering and tracking all activities, actions, call reports and deadlines in a CRM similar to Raisers Edge and other tracking systems.

QUALIFICATIONS

- Bachelor's degree required.
- Minimum 3-5 years' fundraising experience in major gifts required.
- Proven fundraising track record with experience identifying, cultivating, soliciting and stewarding high-level donors.
- CFRE credential desired but not required.
- Demonstrate high levels of drive, ownership mentality and self-motivation, while working collaboratively with larger team to achieve overarching goals.
- Self-directed to take action and resolve issues using good judgment.

QUALIFICATIONS CONT'D

- Flexibility to shift focus rapidly in a fast-paced, deadline-driven environment; strong work ethic.
- Possess a client service attitude and ability to think on your feet as well as maintain positive demeanor when dealing with the unexpected.
- Conduct oneself with confidence on phone calls, video chats and in-person donor meetings.
- Ability to emotionally and colorfully describe the incredible work done by INROADS.
- Background or interest in elevating DEI in organizations and corporations.
- Knowledge of ESG.
- Demonstrated proficiency in computer technology, including applications for project and data management and electronic calendars (Raiser's Edge, Windows, Microsoft Word, Excel, PowerPoint, SharePoint and Outlook preferred). Ability to quickly learn software specific to the department or institution.
- Strong written (including proofreading and editing) and oral communication skills, including the ability to briefly summarize the essence of issues and means to address them. Use appropriate grammar in verbal or written form.
- Use sound judgment and discretion in handling and securing sensitive and confidential information, as well as the ability to conduct oneself in a highly professional manner.

Physical demands and work environment:

Position may be based at one of the INROADS office locations or be fully remote.

National travel will be required, estimated up to 50% or more as needed, including frequent trips to specific target areas (post-pandemic).

Some evening and weekend hours will be required for outreach or event participation.

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