



## **Position Description Major Gifts Officer**

**The Center for Justice & Accountability** is an international human rights organization dedicated to deterring torture, war crimes, crimes against humanity and other severe human rights abuses around the world through litigation, policy advocacy and outreach in pursuit of truth, justice and redress for victims and survivors.

Location: San Francisco (preferred); Washington, D.C. or New York City (possible).

### **Position Overview**

This position contributes to CJA's overall mission by spearheading efforts to identify, cultivate, solicit, and steward those who have made or have the capacity to make major gifts. The ideal candidate will be a seasoned professional with substantial experience and success in developing a portfolio of high net worth donors and prospects. S/he will have experience developing moves management strategies, striking key partnerships, and exploring innovative funding mechanisms. This is a full-time, exempt position.

### **Reporting Relationships**

The Major Gifts Officer reports to the Director of Strategic Partnerships. S/he works with the Executive Director and Board, Development and Social Media Coordinator and other staff.

### **Primary Responsibilities**

Working with the Director of Strategic Partnerships, Executive Director, and Board, the Major Gifts Officer leads design and implementation of CJA's major donor strategy and implements major giving initiatives. The Major Gifts Officer is expected to identify additional individual donors with giving interest, access and capacity for solicitation and stewardship.

### **Major Donor Cultivation**

- Design and implement overall engagement and fundraising strategies to ensure growth of revenue coming from individual gifts;
- Build process, pipeline and stewardship practices and work with the Executive Director, Board, and Director of Strategic Partnerships of Development to implement a comprehensive major gifts strategy;
- Research opportunities and prospective donors and develop individualized plans for donor outreach, engagement and stewardship;
- Plan and lead major gifts program, including estate planning, etc.;
- Assist in setting and meeting annual income goals for major gifts prospects in portfolio.
- Qualify prospects and determine whether appropriate for major gifts;
- Cultivate relationships with donors both independently and with Executive Director, Board or others;

- Meet one-on-one with prospects/donors and coordinate others in the cultivation and solicitation of major gifts prospects;
- Help draft and edit solicitations and reports for potential and major donors, working closely with other development and communications staff;
- Identify opportunities to seek and obtain endowment gifts;
- Work with leadership and program teams to ensure that donors are appropriately engaged with our organization's work; and
- Effectively represent and articulate the work of CJA, presenting a compelling case for support of the organization.

### **Donor Engagement and Events**

- Work with leadership and program teams to ensure that donors are appropriately engaged with our organization's work, including through direct contact and events;
- Develop and implement long-range plans for donor engagement and involvement;
- Partner with and accompany Executive Director and Board members on major solicitations;
- Help motivate and mobilize Board members and other volunteers to engage in solicitations and other cultivation/stewardship activities;
- Plan and execute donor engagement events;
- Provide direct support to the Executive Director for major donor related responsibilities (e.g. schedule meetings with donors, write donor communications, etc.);
- Ensure timely and quality communications to all individual donors; and
- Maintain visibility and availability in the community and frequently attend community events.

### **Data Collection and Analysis**

- Stay abreast of changes and innovations in federal and state tax laws that may be relevant to major gifts prospects;
- Work with Development and Social Media Coordinator to track, input, and maintain data on donor engagement efforts in customer relationship management (CRM) system (e.g. Giftworks, Salesforce);
- Analyze data and trends and provide various reports for management; and
- Maintain an active schedule of solicitations, cultivation visits, events and stewardship activities.

### **Professional Qualifications**

- At least five years of successful experience in designing and initiating major donor solicitations and campaigns;
- Proven results in increasing individual donor portfolios and contributions;
- Demonstrated success as a front-line fundraiser;
- Well-honed skills in developing donor cultivation and solicitation strategies.
- Excellent verbal and written communication, analytic, organizational and planning skills;
- Demonstrated ability to work collaboratively on a team and to build and maintain positive relationships with all levels of the organization, including volunteer leadership, senior management and staff;
- Outstanding interpersonal skills; a high level of comfort with direct donor interaction, including discussions of personal and family finances;
- Knowledge of and ability to use fundraising databases;
- High level of discretion and respect for donor privacy;

- Initiative and independence combined with the ability to work well as part of team.
- Strong project management and detail skills;
- Bachelor's degree (Masters preferred);
- Ability to work effectively with diverse colleagues and to inspire and motivate others;
- Strength in multi-tasking, goal-setting and workload prioritization;
- Experienced strategist, self-starter, results-oriented, and open to change;
- Experience with various forms of media, including online platforms;
- Commitment to international human rights; and
- Ability and willingness to travel occasionally in the United States.

### **How to Apply**

Please submit a cover letter, resume and three professional references by e-mail to [jobs@cja.org](mailto:jobs@cja.org). Please reference "Attn: MGO Search" in the subject line of the email. Applications will be accepted until the position is filled. No phone calls, please. Only applicants being considered will be contacted. CJA offers a competitive compensation and benefits package. Salary is commensurate with experience.

CJA is an equal opportunity employer committed to a diverse, multicultural work environment. People of color, women, people with disabilities, and people of diverse sexual orientations and gender identities are encouraged to apply. Pursuant to the San Francisco Fair Chance Ordinance, CJA will consider for employment qualified applicants with arrest and conviction records.

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