



Job Description

Position Title: Major Gifts Officer

Reports To: Chief Development Officer

BACKGROUND

2Life Communities provides superior housing to older adults of all backgrounds who can thrive independently within a supportive environment. We are a mission driven organization with a vision whereby all older adults have the opportunity to age in community – to live a full life of connection and purpose in a dynamic and supportive environment. We are continually evolving support services to meet the needs of our diverse resident as they age; we partner with health care providers to identify innovative ways to support residents' overall health and well-being; and we engage with the broader community through our Village Center program. We have five campuses in metropolitan Boston and plans for additional housing for older adults in the near future.

GENERAL SUMMARY

The Major Gifts Officer (MGO), an integral member of a growing 5-person Fund Development Department, will report directly to the Chief Development Officer (CDO) and will contribute to the growth of the organization's major gifts fundraising effort. The candidate will have solicited 5 and 6 figure gifts and will develop donor and prospect strategies to ensure that the most advantageous cultivation, solicitation and stewardship plans are in place for each prospective major donor. The MGO will be responsible for weekly prospect review meetings to ensure the multifaceted coordination of all major donor strategies. The MGO will work with the CEO, CDO, and board members to support their outreach and follow up with current and potential donors in their portfolios. The candidate will assume a solicitation role with annual fundraising events, specifically those strategies related to major gifts and corporate sponsorship.

ESSENTIAL JOB FUNCTIONS*

- Responsible for the management of a major gift's portfolio of 100 high net-worth donors and prospects.
- Identify, cultivate, solicit and steward donors to ensure high-quality interactions that foster long-term engagement and investment.
- Work with the CEO and the CDO to enlist the participation of board members and other volunteer leadership in the solicitation process.
- Develop methods to convey the impact of a gift and ensure that donors are kept up to date on a regular basis on key developments.

- Develop strategy to prepare the CEO, CDO and others to conduct successful requests, demonstrating an understanding of donor interests and their philanthropic habits.
- Develop revenue goals for major giving, tracking progress to ensure that targets are met and strategies are reviewed to ensure achievement of goals.
- Plan and implement high-level strategic donor cultivation events enlisting the support of donors to host events and introduce new prospects to the organization.
- Maintain and track major donor strategies and progress by entering contact reports in the database system.
- Write solicitation letters, proposals, donor recognition pieces for publications, and other materials as needed.
- Support in the launch of a planned giving program.

PREPARATION, KNOWLEDGE, SKILLS & ABILITIES

- Bachelor's Degree and a minimum of 5 years' experience in fundraising, including a proven track-record of successful solicitation and major donor acquisition strategies.
- Experience in moves management, assessing capacity through prospect research, and managing donor relations.
- Strong interpersonal skills and high emotional intelligence, with the ability to interact successfully with donors, board members, work colleagues, and the public at large.
- High degree of comfort with Microsoft office suite.
- Knowledge and experience with Salesforce, Raiser's Edge or other philanthropy software.
- Excellent written and oral communication skills and the ability to inform and inspire.
- Strong organizational skills with demonstrated ability to manage and prioritize multiple tasks.
- Ability to build strong internal partnerships and work within cross-functional teams.
- Ability to be flexible and adapt quickly to a changing environment.
- Highly motivated self-starter; able and willing to take initiative and action.
- Capital Campaign experience is preferred.

SUPERVISORY RESPONSIBILITY

- Potential for supervisory responsibilities in a growing department.

WORKING CONDITIONS/PHYSICAL DEMANDS

- Normal office environment.

Qualified candidates are encouraged to apply [here](#).

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

<p>*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.</p>
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