Do you:

- Support building an anti-hunger movement in Colorado?
- Enjoy building relationships with donors?
- Enjoy working as part of a team to exceed fundraising goals?
- Approach your work with a racial equity lens?

As Denver's frontline anti-hunger organization, Metro Caring works with its community to meet people’s immediate need for nutritious food while building a movement to end hunger in Colorado. Using a multifaceted approach, Metro Caring is innovative in how it solves problems related to hunger, with programming offered in Healthy Foods Access, Nutrition Education, and Self-Sufficiency.

The Major Gifts Officer will serve as a key staff member who is responsible for achieving our high-level major gift fundraising goals, planned giving program, and campaign objectives. Reporting to the CEO – Integrator, the Major Gifts Officer will be responsible for cultivating relationships while identifying and soliciting both current and prospective donors. This involves prospect research including providing strategic, well-formulated, proactive and innovative fundraising approaches to secure new transformational gifts while stewarding donors throughout the major giving process. The Major Gifts Officer will compile this information in a donor portfolio and emphasize gifts of $10,000 or greater. This individual will work in conjunction with the Development Team to coordinate and execute long-term fundraising initiatives, utilizing our board members and staff leaders where appropriate and is accountable to meet or exceed fundraising goals for major individual and high-level donors, while understanding that donors are members of Metro Caring’s community and a potential base for movement building, in terms of root cause work, and part of the “moveable middle”.

REQURED QUALIFICATIONS/SKILLS/ABILITIES

In addition to commitment for the goals and mission of Metro Caring and an entrepreneurial spirit for finding resources and generating community support, the ideal candidate will have the following qualifications:

- A desire to advance IDEA principles and foster an environment of anti-oppression both internally and externally. You understand how this work will advance the organization, the philanthropic landscape, and the community overall
- A dedication to a community-centered fundraising approach
- At least 3-5 years experience in soliciting six-figure gifts ($100,000+)
- Demonstrated self-awareness, cultural competency and inclusivity, and ability to work with colleagues and cultivate strong relationships with community members across diverse cultures, backgrounds, and experiences
- High level of discretion and ethical approach to fundraising
- Ability to Maintain a fast-paced schedule of face-to-face/Zoom call visits
- Able to operate both independently and as an active participant in team-based strategies
- Experience motivating and “managing up” to executive level staff
- Excellent people skills; proven track record of in major gifts and proactive relationship management and cultivation
- Excellent written and verbal communication, and presentation skills
- Ability to develop measurement tools for tracking successful development process metrics and outcomes
- Advocator and connector for results; able to convey impact to motivate philanthropic community
- Experience with Salesforce (or similar) and social media platforms

1 https://www.tcstrategic.com/2021/06/how-to-get-more-of-the-moveable-middle/
Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines

Strong storyteller and public speaker; able to make emotional connections to mission and communicate impact and results in a compelling fashion

Experience in a university major gifts office, or successfully using Benevon (not self-implemented) or another major gifts model

Note: Research suggests that women and BIPOC individuals may self-select out of opportunities if they don’t meet 100% of the job requirements. We encourage anyone who believes they have the skills and the drive necessary to succeed here to apply for this role.

To apply, please submit a resume and cover letter to job@metrocaring.org with “Metro Caring Major Gifts Officer” in the subject line, and title your documents “First Name_Last Name_MGO_Resume” and “First Name_Last Name_MGO_Cover Letter” Please use your cover letter to communicate why you are excited to work to help build an anti-hunger movement in Colorado, highlight any experience you have in development and fundraising, and highlight any of the above skills, abilities an experience above that you have. Applications will be reviewed on a rolling basis until the position is filled. Priority will be given to candidates who apply before 5:00 PM MT on September 2, 2022.

Incomplete applications will not be considered.

POSITION TITLE: Metro Caring Major Gifts Officer
REPORTING TO: CEO-Integrator
LOCATION: The Metro Caring office located at 1100 E. 18th Ave., Denver, CO 80218. Onboarding and training will take place at the office and work will take place hybrid.
STARTING DATE: TBD. We are committed to finding the right addition to our amazing team.
COMPENSATION: $80,000-$95,000 full time, exempt annual salary. Metro Caring offers a fulfilling workplace and comprehensive benefits package, including: joining a diverse, passionate, enthusiastic and collaborative team; annual professional development options, 120 hours per year of paid time off; paid sick leave; paid holidays; 401k retirement plan with a 5 percent employer paid match; and competitive employee health, dental, short-term disability and family leave plans.

The Metro Caring Major Gifts Officer duties include:

Work closely with the CEO – Integrator and Sr. Manager of Development to assess and meet fundraising needs as determined by strategic plan goals, operating needs, and annual plan priorities.

MAJOR GIFTS

• Oversee portfolio of 150+ donors and prospects.
• Aggressively seek and garner major gifts and pledges ($5,000 and above) to meet Metro Caring’s strategic goals to grow and scale its capacity to adequately address food sovereignty in Denver
• Implement annual and long-range plans for major giving prospects and groups to retain and increase levels of giving/participation, focusing on major gifts
• Prepare and accurately update portfolios and cultivation plans for the CEO – Integrator and CEO – Visionary to help support organizational fundraising goals
• Make direct, face-to-face solicitations, and assist the CEO - Integrator, CEO - Visionary, Senior Manager of Development, and Development Team staff with their solicitation
• Conduct high-level prospect cultivation, directly and in cooperation with Metro Caring Leadership Team, staff, and board members
• Attend Metro Caring fundraising events, and provide support in acquiring attendees, sponsorships and lead gifts to help achieve revenue goals
• Work with Grants and Foundation Relations Manager to strengthen relationships with community foundations and high-level philanthropy advisors to build pathways to high-net-worth prospects, including donor-advised funds

FUNDRAISING
• Spearhead creative and strategic thinking for innovative gift proposals that inspire donors to make major level gifts
• Develop values-aligned donor solicitation strategies, along with marketing materials, to increase, renew, and upgrade donor gifts
• Participate in departmental portfolio review process and be a partner in maintaining an organized system for donor stewardship by updating constituent records, as appropriate
• Participate in annual organizational budgeting process with income forecasting
• Support the annual strategy for the Roots to Rise Society, including special programming and recruitment
• Work collaboratively across other departments to cultivate and solicit individual funders to achieve robust revenue goals
• Prepare and monitor donor portfolio income projections, process metrics, and outcomes reports
• Utilize Salesforce to track and manage donor/prospect portfolio and monitor individual results toward fundraising goal; adhere to timely reporting of results to ensure accuracy of the fundraising pipeline and year-end projection forecasts

DONOR RECOGNITION AND STEWARDSHIP
• Track and ensure appropriate donor acknowledgement and stewardship
• Under the guidance of the CEO – Integrator and in collaboration and with the Senior Manager of Development, work with the Board of Directors and other appropriate executive-level ambassadors, as needed, to cultivate and secure funding
• Ability to work with donors to better understand root cause work and how systemic inequalities correlate within the charitable framework
• Develop donor solicitation and stewardship strategy for high-level major gift prospects
• Prepare materials related to donor stewardship reporting and gift solicitation, including high-quality presentation materials, proposals, case statements and slide decks
• Provide timely reports to the CEO – Integrator and work to ensure that Development Team is consistently updated on progress
• Work intentionally with the Community Activation and Volunteer teams to invite donors more deeply into our work as volunteers, advocates, community development mentors, to help move them on issues that matter in our community

CAMPAIGNS AND SPECIAL FUNDRAISING SUPPORT
• Support implementation of campaign plans including special fundraising strategies, initiatives, and appeals to meet campaign goals
• Assist in identifying and soliciting major gift prospect pool for future proposed capital campaign
• Serve on, and lead when appropriate, campaign committees
• Ensure that proposals, solicitation materials, and other campaign materials are prepared and submitted in a timely and accurate fashion
• Assist with planning specific fundraising and cultivation events as part of the phases of the campaign

DATA AND REPORTING
• Prepare and monitor donor portfolio income projections, process metrics, and outcomes reports
• Utilize Salesforce to track and manage donor/prospect portfolio and monitor individual results toward fundraising goal; adhere to timely reporting of results to ensure accuracy of the fundraising pipeline and year-end projection forecasts
• Work with finance department to ensure proper recording, allocation, documentation, acknowledgement, stewardship, and analysis of major gifts and pledges
• Leverage existing strategies utilizing database tools, metrics, and analytics

Applicants must have reliable transportation. Relocation costs are not covered by Metro Caring.

Metro Caring is an equal opportunity employer. The organization is dedicated to the goal of building a diverse staff and we encourage applications from qualified individuals of all backgrounds. Black Indigenous, and people of color (BIPOC), veterans, women, first generation Americans, and those that identify as LGBTQ are strongly encouraged to apply.

Note: Only those who have been selected for an interview will be contacted following submission of application materials.