External Job Announcement

Our mission Supporting the independence of vulnerable seniors and families in crisis through high-impact programs. Our vision Uniting the community through service. Our values Welcome and respect all people. Act with integrity. Value individual initiative and ability. Serve individuals and the community as an act of faith. Balance humanitarian goals with sound business practices.

MIFA provides a workplace that supports our strategic goal of serving more. Our people strategies create a culture that:

- assumes 100% accountability for the quality and integrity of our work
- embraces the use of technology
- encourages big and small innovation in problem solving, project management and idea generation
- is vibrant, adapts to change and offers opportunities for personal and professional growth

Job title: Major Gifts Officer Reports to: Chief Development Officer

Compensation level: Executive A Full-time Exempt

Officers at MIFA

Officers specialize in the development and execution of innovative marketing and fundraising plans to achieve sustainability goals for the organization. They hold each other accountable, and their roles are central to fundraising, community engagement, and community awareness, including knowledge of industry trends; some also supervise staff. They possess an in-depth understanding of current and past donor behaviors and marketing and fundraising appeal performance, while always looking for opportunities to engage new prospective donors or communicate in innovative ways.

Position summary

The Major Gifts Officer will develop and execute strategies to generate new gifts and enhance MIFA’s well-established major giving program(s). This critical role is perfect for a passionate nonprofit practitioner who can read people well, as well as attract and cultivate meaningful relationships with prospective donors. An ability to empathize with donors and clearly communicate MIFA’s mission is key. The major gifts officer will establish and maintain good working relationships throughout the organization, with team members, and with outside constituents. This person should be a self-starter and possess a collaborative spirit.

Qualifications
• Bachelor’s degree
• Five years of fundraising and donor relations experience
• Three years of successful individual gift solicitation, including face-to-face experience
• Three years of proven success in meeting fundraising goals
• Proficiency with various communication systems (computers, email, net books, telephone software, scanners, etc.), Microsoft Office (Word, Excel), and donor database software. Raiser’s Edge is a plus.

Major responsibilities and related tasks

Fundraising Strategy and Execution

• Create and implement brief, intermediate, and long-term major gifts donor strategies that include identification, cultivation, solicitation, and stewardship for both current and prospective donors (MIFA major gifts equal to or greater than $1,000)
• Strategically leverage technology and available data to improve and grow major gift fundraising, including prospect research, donor pipeline development/progression and appropriate growth of donor gifts
• Collaborate with Development/Communications team to create marketing materials for major giving donors, including brochures, articles, etc., as necessary
• Recruit and manage individual giving fundraising volunteers
• Uphold consistent and effective communication with the Development/Communications team to support positive team dynamics and high-performance results

Community Engagement

• Maintain visibility in the community through speaking engagements, participation in events, and face-to-face networking
• Strengthen the Circle of Hope brand, bringing MIFA’s major gift donors together to understand their commitment and value to MIFA

Stewardship

• Steward major giving relationships to fully engage all existing and potential donors and volunteers; act as the key liaison to funders
• Establish and maintain a donor cultivation cycle and gift stewardship program to ensure that new major giving donors are developed appropriately
• Develop relationships through personal visits, phone calls, written correspondence as appropriate

Other responsibilities
Exemplary writing and speaking skills that compel individuals to action
Promote 100% accountability for the quality of development performance
Be committed to lifelong learning and personal growth

**Supervisory responsibilities**

N/A

**Reports to**

Chief Development Officer

Starting Salary: $29.00 per hour

**Physical Demands and Work Environment**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical demands:** While performing the duties of this job, the employee is occasionally required to stand, walk (or means to transport oneself); sit; use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop, kneel, crouch; talk or hear. The employee must occasionally lift and/or move 15 to 25 pounds. Specific vision abilities required by the job include close vision, distance vision.

**Work environment:** The noise level in the work environment is usually moderate to high. Position may also require ongoing or periodic exposure to high crime environments. While performing the duties of this job, the employee is exposed to moderate to high levels of stress during peak periods, and atypical work hours are periodically required.

**MIFA employment guidelines**

MIFA is an equal opportunity employer. MIFA is a non-smoking facility.

**Employment documents:** (1) Application and/or resume; (2) I-9; (3) Form W-4; (4) Official transcripts verifying education if education is a requirement of the job; (5) Proof of COVID-19 Vaccination required. Reasonable accommodations available for ADA, Medical and Religious exemptions. **Employment authorization and identification:** Current federal law requires that documents be presented which verify both employment authorization and identification. One or more of the following documents must be presented before employment: Social Security card, state driver’s license/identification, U.S. birth certificate, U.S. passport, other U.S. government document.
Please note that it is the practice of MIFA not to allow the employment of relatives or of those living at the same address other than in the job classifications of special, temporary, or substitute.

To Apply:  https://recruiting.paylocity.com/recruiting/jobs/All/86f3a3cf-0c83-4401-bd12-b4a167ce49df/Metropolitan-Inter-Faith-AssocSubmit