Position: Major Gifts Officer  
Status: Full Time, Non-Exempt  
Reports to: Director of Advancement  
Location: Remote

Organizational Overview

Women First’s unique grantmaking model is designed to strategically support small and emerging organizations working towards economic empowerment for women, girls, and ‘trans’ people in Kenya, Uganda, Tanzania, Malawi, and India. Women First focuses on promoting community-led solutions for economic empowerment as one path to achieving gender equality in the global south. Our deep commitment to our grantee partners goes beyond funding and includes hosting learning sessions, creating peer networking opportunities, and sharing expertise.

In 2022, Women First committed to maximizing our impact and leading the way during a time of great need for grassroots organizations, and the women and communities they work with. This commitment was made by allocating greater resources to address entrenched social issues, enabling us to implement our unique, six-year grantmaking model and providing capacity-building resources to organizations to help ensure their long-term success.

Position Overview

Women First seeks an organized, persuasive, creative, and tenacious Major Gifts Officer to join our team. The Major Gifts Officer will manage, develop, and implement a major gifts and planned giving program for the organization. The focus of the position is to grow the current portfolio, increasing the size of gifts and meeting annual income targets. The Major Gifts Officer is responsible for identifying prospects, building and maintaining relationships with new and existing major gift donors, including through communication with high network individuals. An ability to connect with donors, understand their giving priorities, and clearly communicate our organization’s mission is key.

Position Duties and Responsibilities

As a vital member of the Development team, the Major Gifts Officer will work in close consultation with the Director of Advancement to:

- Develop and implement a major gifts program for Women First International Fund.
- Identify prospects, build and maintain relationships with new and existing major gift donors.
- Meet annual income targets and increase the size of gifts in the current portfolio.
- Use a donor database (Salesforce), prospect research, and other wealth screening tools to aid in moves management.
- Acknowledge major donors through public and private recognition.
- Grow and manage a portfolio of major gift donors and prospects.
- Make virtual and face-to-face solicitations, and assist the Board and other staff with their solicitations (e.g. provide portfolio development support, strategic counsel, and help with donor communications).
- Track and report progress using specific metrics and use these to inform strategy.
- Provide support in organizing fundraising events.
- Work collaboratively with the development team to align efforts, set goals, and address additional fundraising priorities as needed.
Qualifications

Our ideal candidate will have had experience in fundraising and development, with a focus on individual philanthropists and major donors.

This job might be for you if:

- You’re a true people-person with an outgoing nature.
- You’re a self-starter and are driven by results.
- You have at least five years of nonprofit fundraising experience and have shown an ability to secure individual and major gifts and meet objectives.
- You are committed to Women First’s mission of promoting gender equality through providing support for economic justice initiatives led by women, girls and trans persons.
- You are comfortable using a donor database (Salesforce), prospect research and other wealth screening tools to aid fundraising efforts.
- You can make and keep friends. You establish and maintain good working relationships throughout the organization and with outside constituencies.
- You have experience working with high-networth individuals
- You have strong writing and speaking skills and use them to compel individuals to action.
- You are detail-oriented and comfortable to perform in a fast-paced, deadline-driven, and largely remote environment.
- You have strong time management skills, an ability to prioritize and work independently, multi-task and be flexible across a varied workload.
- You enjoy working in international or highly diverse, multi-cultural contexts and are comfortable working across time zones.
- You have the ability to multi-task and see the bigger picture while remaining detail-oriented
- You are flexible and shift gears as necessary with a positive attitude
- You have technological proficiency with Salesforce and Microsoft Office

Physical Demands

The Major Gifts Officer will be required to spend several hours listening and talking, work on the computer and phone, travel to appointments and events, and occasionally work long days, nights, or weekends.

Salary and Benefits

The salary range for this position is $70-$80,000 depending on experience.

Women First prioritizes an inclusive and flexible work environment and offers a robust and comprehensive benefits package, including full employee coverage (medical and dental), annual PTO of approximately 27 days, which includes holidays, a 401k retirement plan with up to 4% match after one year of service, and professional development opportunities.

Women First transitioned to a fully virtual organization in 2020. The Major Gifts Officer position will be fully virtual with a willingness to travel occasionally (less than 10%) for annual staff meetings and other special events.
To Apply

Please use Your Name – Major Gifts Officer as the subject line and submit your resume and cover letter to Ana Pecova (apecova@womenfirstfund.org) before May 15th.

To learn more about us, please visit us at www.womenfirstfund.org.

Women First International Fund is an equal opportunity employer. We do not discriminate based on race, color, religion, national origin, ethnicity, disability, age, sex, gender identity or expression, sexual orientation, or any other status protected by law. Women, people of color, and LGBTQI candidates are strongly encouraged to apply.