

**Position:** Major Gifts Officer

**Location:** Irving, TX

**Mission:**

The Jensen Project's mission is to fuel strategic partnerships in the fight against sexual violence.

**Seeking:**

Reporting to the Executive Director, the Major Gifts Officer serves as the face of our organization to the philanthropic community. This role will manage funding relationships with foundations, individual donors, and corporate donors/sponsors. They will also be responsible for sourcing and expanding the pipeline of new donors to ensure revenue growth.

**Responsibilities:**

- **Creating Donor Pipelines:** Create and lead the strategy for a portfolio of individual, corporate and foundation gift prospects. Manage a portfolio of prospects and develop customized cultivation, solicitation, and stewardship plans for each;
- **Board Development:** Develop strong partnerships with board members and provide support for their fundraising efforts;
- **Philanthropy Stewardship:** Represent the organization in external settings, including conferences and gatherings;
- **Operating Effectiveness:** Build a culture of tracking and evaluating key metrics, and using meaningful data to continually improve practices and inform decisions;
- **Key Donor Management:** Collaborate with the Founder and Board on the management of select high-capacity donors, including support for meeting preparation, follow up and stewardship;
- **Donor & Prospect Engagement:** Build and manage relationships with prospects and donors through visits, correspondence, and regular communication. Identify new prospects and design and execute donor engagement opportunities;
- **Fundraising Collateral:** Ensure the timely creation and distribution of fundraising and stewardship materials, collateral and briefings, and highly personalized proposals;
- **Communications:** Ensure appropriate and timely communications including annual giving, direct-mail campaigns and acknowledgements with prospective and current donors;
- **Event Management:** Assist with the organization and execution of special events, both virtual and live;
- Other duties as assigned.

**Funder relationships & revenue generation**

- Responsible for conducting outreach as agreed on in annual and monthly key metrics such as: meetings, phone calls, meaningful touchpoints (emails, etc.)
- Oversee full cycle of relationship management with foundations, prominent individual donors, and executive corporate partners
- Responsible for researching new grant opportunities

- Oversee grantwriting process start-to-finish, to renew foundation support and grow new foundation partnerships
- Research and wealth screen new prospective individual donors on a quarterly basis annually
- Facilitate relationships with board members and their philanthropic network connections
- Track all interactions, plans, and solicitations in donor database (Salesforce) in real time; review reports/dashboards and records to ensure accurate data
- Support Executive Director and Founder in moves management and advancing funder and donor relationships

**Requirements and skills:**

- Bachelor’s Degree required. Advanced Degree preferred. Will accept appropriate professional experiences in lieu of educational experiences
- At least 5-7 years of progressive fundraising experience, including a minimum of three years managing donor relationships and a track record of securing \$10,000+ gifts
- Understanding of fundraising best practices and relationship-based fundraising
- Experience with prospect research and wealth screening software
- Experience with successful Foundation grant-writing
- Experience leveraging Corporate Social Responsibility initiatives in support of organizational goals
- Experience with Salesforce and/or other fundraising CRM systems
- Deep understanding of fundraising programs and high-level gift strategies
- Understanding of and commitment to ending sexual violence and human trafficking in the United States
- Excellent interpersonal skills and high emotional intelligence, with an ability to develop and maintain long-term, productive relationships internally and externally
- Ability to manage multiple projects at one time with strong, independent follow-through

**Key Deliverables / Outcomes**

- Oversee and/or generate \$1,000,000 in closed gifts by December 31, 2023, with increasing revenue goals as portfolio matures
- Meet minimum annual fundraising targets
- Develop ask plans and moves management strategy for the portfolio of donors
- Prospect contact management plans
- Prospect stewardship and engagement plans
- Board fundraising activation plan
- Utilization of reporting and dashboards, both weekly and monthly
- High-capacity donor relationship management plan
- Fundraising/stewardship materials, collateral and briefings, and highly personalized proposals

**Diversity, Equity and Inclusion:**

The Jensen Project recognizes the communities and people we serve are disproportionately impacted by racism and other social injustices. We are committed to creating an environment that is equitable, transparent, and inclusive. We value self-reflection, growth and collaboration from staff, survivors we serve and partner organizations. We value deep listening, understanding and active participation to keep the conversation going and to dismantle barriers to social and racial justice.