Job Title: Major Gifts Officer
Job Type: Consultant To Hire
Location: Berea, OH/Consultant to
Salary Range: $18 - $20/Hr
Travel Required: 15-20%
Work Hours: Full Time M-F, Some evenings and weekends as needed.
Application Accepted By:
E-mail: info@wags4kids.com
Subject Line: Major Gifts Officer Application – [Insert Your Name Here]

In addition to your resume, please e-mail a cover letter stating why you want to work for Working Animals Giving Service for Kids and what skills you have related to this job description that makes you a great fit for the position. APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED.

Role and Responsibilities

Reporting directly to the Executive Director, the Major Gifts Officer will be responsible for the identification, cultivation, solicitation, and stewardship of major gifts of $10,000 or more from individuals, corporations and foundations, as well as supporting planned giving when appropriate. The position will often partner with staff leadership and volunteers on the Gala Planning Committee to advance solicitation and stewardship activities. Key metrics for success will include donor engagement through in-person contacts and portfolio development, and revenue (year one expectations at $150,000).

The Major Gifts Officer is responsible for best practices of moves management and direct solicitation of supporters located across Ohio.

Responsibilities in these areas including, but are not limited to:
Plan fund development activities

- In partnership with the Executive Director, develop a comprehensive and actionable major gifts plan with ambitious and attainable revenue goals based on applicant’s ongoing, currently developed relationships.
- Utilize your circle of influence to qualify prospective donors to develop an active portfolio of 120 to 140 individuals for Major Gifts cultivation, solicitation and stewardship. Retain current donors. The goal for this position is to have eight to 10 meaningful visits a month.
- Design and implement customized cultivation strategies for each donor that will serve as a foundational communication and marketing plan for each individual within your portfolio.
- Work with staff leadership to attain current projects information and create offers and proposals that are used to secure major gifts.
- Monitor and evaluate all fundraising activities to ensure that the fundraising goals are being achieved. Collaborate with staff and volunteers to coordinate cultivation events and other activities for donors/prospective donors.
- Monitor all contacts to ensure positive and purposeful prospect and donor relations.
- Move potential donors in an appropriate and timely fashion toward solicitation and closure. Maintain a full and flexible calendar to ensure timely solicitations and meetings.
- Strengthen individual donor stewardship programs, including organizing and leading visits with funders and keeping them informed about W.A.G.S. 4 Kids’ work.

Organize fund development activities

- Identify and develop corporate, community and individual prospects for the organization’s fundraising priorities
- Work with the Development Associate to oversee the administration of a donor mailing list and Raisers Edge NXT database which respects the privacy and confidentiality of donor information
- Serve as W.A.G.S. 4 Kids’ secondary to provide additional support for department activities, all fundraising and stewardship events by collaborating with the Executive Director on:
  - Overseeing the production of events. (May include content development, venue selection and site visits, collateral materials, data management, RSVP management, catering, volunteer coordination, and event-day logistics)
Preparing budgets and periodic progress reports for the Executive Director and
event chairs.

Leading all event related committee meetings and ensuring proper communication
with chairs and staff regarding event goals, responsibilities and follow-up.

Developing and maintaining high professional standards and procedures for
production of events.

Maintaining exemplary relationships with event chairs and vendors while identifying
appropriate new business relationships.

Engage and manage volunteers as needed using established volunteer management
practices.

Soliciting sponsors, and creating funding proposals for presentation at senior-level
meetings.

Assist in occasional research and preparation of donor and prospect briefings for
senior volunteers and staff solicitors working with donors and prospects.

Participate in regular department and staff meetings, either on the phone or in
person as needed.

Using the database, create and record timely reports on all donor interactions.

Assist with other development office responsibilities, as needed

Manage fund development budget

- Develop and gain approval for an annual income and expenditure budget for the fund
development program
- Prepare regular reports on progress, budgets, receipts and expenditure related to
fundraising and the management of the fund development activities
- Monitor expenses and analyze budget reports on fund development and recommend
changes as necessary

Promote the organization

- Foster an understanding of philanthropy within the organization
- Work with the Executive Director to develop a cohesive, compelling, and comprehensive
communication plan to promote the organization to its community and corporate donors
and maximize public awareness of the fundraising activities of the organization; as well as awareness to our primary clientele, the families that we serve.

- Build relationships with community stakeholders to advance the mission and fundraising goals of the organization
- Represent W.A.G.S. 4 Kids at all Signature Events (required) as well as other fundraising and stewardship events.

Signature Fundraising Events:
The Mac ‘n’ Cheese Throwdown - February
Wonder Run 5K – August
W.A.G.S.inCLE Night Out Gala – September/October

Other Fundraising and Stewardship Events*:
Parent Partner Placement Fundraisers – Year Round
Dawgs for the Dogs - June
Barley House Golf Outing – July
Sheffield Lake Community Days Poker Run - July
North Royalton Pet Fair – July
Flats Arts Fest – August
6th 'N Barley Tailgate - September
Harry Buffalo Painsville. Charity Golf Outing – September
Howl-o-ween - October
Jazzy’s Health Fund – November/December

*This list may be altered as major fundraising and awareness opportunities become available.

Qualifications and Education Requirements

- Bachelor’s degree from a four-year college or university in Business, Communications, Non-Profit Admin/Mgmt, Journalism or Marketing.
- Seven to 10-plus years of significant nonprofit fundraising in an organization that has a reputation for strategic thinking, organizational excellence and aggressive action.
- Five-plus years of experience in major donor cultivation and solicitation. Proven track record of building donor relationships and closing gifts in the five- and six-figure range. Experience with seven-figure gifts is a plus.
• A proven track record of maintaining effective relationships with major donors and determining the optimal scenario for successful gift solicitation.
• Experience working with volunteer fundraisers to successfully close major gifts among their networks.
• Ability to establish and monitor priorities, maintain flexibility, and meet deadlines with little direct supervision.
• Exceptionally strong strategic thinking, analytical and prospect research skills, and goal orientation are essential.
• Outstanding stewardship and relationship management skills with meticulous follow-through and excellent presentation skills while exercising creativity. Demonstrated donor recognition strategies.
• Successful experience in making cold calls as well as developing cultivation and solicitation strategies.
• Works well under pressure in a demanding, fast paced work environment. Ability to operate with purpose, urgency and accuracy.
• Excellent interpersonal and communications skills with both internal and external constituencies, as well as written and verbal required. Adept at crafting compelling and high-quality proposals, reports, solicitation letters and donor correspondence.
• Proven experience in telling the story of an organization and its effectiveness. Excels at articulating organization goals, outcomes, objectives, and evaluation strategies to donors.
• Leadership skills; proven results in collaboration and participation with internal and outside stakeholders.
• Experience with screening services like Wealth Engine and Blackbaud Analytics to drive results helpful.
• Solid comprehension of, and ability to articulate, W.A.G.S. 4 Kids’ programming, mission, goals and accomplishments; established relationships within the Ohio philanthropic community a strong plus.
• Experience with planned giving is a plus.
• Willingness to travel in Ohio as well as work a flexible schedule including occasional evenings and weekends.
• Ability to type at least 30 words a minute and lift 50 lbs.
• Must have a commitment to the mission of W.A.G.S. 4 Kids.
Preferred Skills

A mission-driven individual with a belief in, commitment to, and passion for the philosophy of W.A.G.S. 4 Kids. Extremely proactive approach to work. Someone that is solutions oriented. Adheres to the highest ethical standards, demonstrates empathetic disposition and perseverance, reflects optimistic and positive attitude, and conveys sensitivity to the needs of donors. A good listener and strategist. Comfortable receiving input from many sources and able to analyze and formulate disparate information to a sound, well-organized plan. Intrepid yet tactful. Determined yet respectful of others’ concerns. Shows diplomacy and is open to other viewpoints. Must be highly organized and demonstrate excellent attention to details while pursuing overall goals. Self-starter with ability to quickly demonstrate a positive network of relationships, while creating new and deeper relationship opportunities. A hard worker with a high energy level. A ‘doer’ with a willingness to work hands-on in developing and executing a variety of major donor development and activities. A well-organized and focused individual that is capable of and interested in increasing the effectiveness of W.A.G.S. 4 Kids’ development team. A passionate advocate open to new possibilities; inspiring, creative and visionary. Positive daily work attitude on a consistent basis. Experience with non-profits, start-up organizations or social enterprises. Experience in team management and logistics is also greatly beneficial. Proven experience working in a fundraising database a must, Raisers Edge NXT preferred. Experience and supporting staff members in an office environment is strongly preferred. Experience with the population served by W.A.G.S. 4 Kids is also a plus. At W.A.G.S. 4 Kids, we are committed to: Smile first, expect more, be strategic and innovative, and lead by example.

Additional Notes

Working Animals Giving Service for Kids (W.A.G.S. 4 Kids) is a growing non-profit organization. Our mission is to provide mobility service and autism spectrum service dogs to children with disabilities throughout 22 counties of Northeast and Central Ohio. All dogs are trained utilizing the W.A.G.S. 4 Kids Accredited Apprenticeship Service Dog Training Program, housed with the inmates of Grafton Correctional Institution & Mansfield Correctional Institution. For more information, please visit: www.wags4kids.org

Applications will be accepted until the position is filled. We are an equal opportunity employer.