



POSITION TITLE: MAJOR GIFTS OFFICER

Compensation: \$90,000 - \$120,000 DOE

Status: Full Time; Exempt

Reports to: Chief Development Officer

Benefits:

- 100% coverage for employee- health, dental, life and disability insurance
- Voluntary participation in the Promises2Kids 401k program; up to 4% of salary match annually
- Voluntary participation in the Flex Spending Account
- 10 paid holidays plus an additional floating holiday during your birthday month
- 15 days paid time off (PTO) yearly
- Hybrid schedule allows for some remote work
- Continuing Education opportunities

Location: San Diego, CA

OUR STORY

Promises2Kids is dedicated to its mission of creating a brighter future for foster children® in San Diego. From the moment they come into foster care and through to adulthood, Promises2Kids provides the hope, support, and opportunities these individuals need to change their lives for the better... now and for years to come. Programs include Camp Connect, Guardian Scholars, Foster Funds, and the A.B. and Jessie Polinsky Children's.

Learn more about [Promises2Kids.org](https://www.Promises2Kids.org)

POSITION SUMMARY

This is an exciting opportunity to work for a charity that has won “Best Charity” by Ranch & Coast magazine. Promises2Kids continues to raise the bar in support of San Diego’s foster children and youth. The Major Gifts/Philanthropy Officer, is responsible for the identification, cultivation, solicitation and stewardship of major gifts from individuals and community members. The Major Gifts/Philanthropy Officer, will maximize gift revenue from current donors while engaging new prospective constituents and is a key contributor to the major gift budget and annual agency growth. The Major Gifts/ Philanthropy Officer interacts regularly with the Chief Development Officer, Director of Philanthropy, philanthropy team and key stakeholders in performing the position’s principal duties.

RESPONSIBILITIES AND DUTIES:

- Major contributor to the major gifts budget of \$4M annually. Recognizing the initial year in this role requires extensive relationship building and agency learning, the first-year responsibility for this role is \$250,000.
- Achieve annual goals by identifying, qualifying, cultivating, soliciting, and stewarding individuals for major gifts of \$10,000 and above
- Manage a minimum of 75 donors within individual portfolio: ensuring a retention rate of 80% or better for major donors.
- Contribute annually to the major gifts plan, as established by CDO, to support Promises2Kids’ budgeted funding needs.
- Identify potential new sources of support from individuals and community members. Growing the portfolio monthly with new prospects. Develop strategies to engage, cultivate and solicit these prospects.
- Assist with the success of our Annual Dream On Concert Gala by securing a tables and sponsors.
- Partner on donor salon events as a way of engaging and cultivating donors.
- Plan and execute an annual donor appreciation dinner for major donors.
- Conduct one-on-one prospecting sessions with high-level donors, staff, and others to identify and qualify major gift prospects.
- Track prospect/donor moves appropriate in donor database.
- Represent Promises2Kids at events and community activities.
- Other duties as assigned.

QUALIFICATIONS:

- Minimum four (4) years of successful professional fundraising experience, or a combination of relevant experience and education.
- Major gift fundraising experience required, with experience in asking for and closing major gifts of \$10,000 or more.
- Bachelor's Degree preferred.
- Proficiency in computer skills, including MS Office Suite.
- Demonstrate professional writing skills.
- Proficiency in fundraising databases preferably Salesforce database.
- Excellent interpersonal skills, including the ability to work with a variety of people and represent Promises2Kids in a positive and professional manner to all staff, visitors, donors, and the community.
- Ability to work independently, demonstrate initiative, and to complete and report on assignments.
- Ability to work under pressure, set priorities and meet deadlines.
- Able to work as part of a team.
- Ability to handle sensitive information with confidentiality, diplomacy, and tact
- Must be detail oriented and understand the importance of the “big picture” regarding established goals.
- Excellent organizational, management, and problem-solving skills
- Must be able to successfully pass the child abuse clearance, fingerprinting, and background check.
- Must possess reliable personal transportation and meet insurance requirements. There will be travel in the local area.

MORE INFORMATION AND TO APPLY

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