

MAJOR GIFTS OFFICER JOB DESCRIPTION

The Marlene Meyerson JCC Manhattan seeks a Major Gifts Officer to join its skilled development team. The Major Gifts Officer is responsible for developing strategies for the cultivation, solicitation, and stewardship of donors, with a special focus on \$1,000-\$25,000 gifts to support the JCC's Centers of Excellence, Annual Campaign, and Community Campaign.

This position reports to the Chief Development Officer.

To apply, send resume, cover letter, and salary requirements to recruitment@mmjccm.org.

ABOUT THE ORGANIZATION

The Marlene Meyerson JCC Manhattan is home to a highly engaged, intergenerational constituency of more than 55,000 members. The vast majority of community members and participants reside in close proximity to our Upper West Side location, but many come from the five boroughs of New York City, as well as New Jersey and Westchester. As an institution that strives to welcome everyone, our constituency is made up of people of all ages, races, ethnicities, abilities, and gender identities.

Through the JCC's Centers for Excellence, we offer more than 3,600 programs each year that are purposefully designed to educate, inspire, and transform our participants' minds, bodies, and spirits. Our programs are as broad-ranging and diverse as the community we serve, offering multiple and interconnected pathways for personal growth and meaningful engagement with others through the creative arts, education, health and wellness, sports, support, entertainment, fellowship, and civic involvement. The JCC embodies the principle that we are all responsible for one another. Through our community partnerships and social action initiatives, we have broadened our vision of communal life far beyond the walls of our building. We are committed to sharing our resources to benefit our constituency in the most expansive way possible, and to be a resource for them at every age and stage of life.

OVERALL SUMMARY

The Major Gifts Officer will play a critical role in increasing donor support and act as an ambassador for the JCC across the community. Responsibilities include new donor identification, cultivation and stewardship of existing donors to increase overall retention and giving levels, and relationship management between donors and others on the board and staff who work with them. The Major Gifts Officer will also be responsible for leading appeal campaigns and formalizing and growing the organization's first planned giving program.

The Major Gifts Officer reports to the Chief Development Officer, and will work closely and collaboratively with the Executive Director and development team, as well as board members and other external stakeholders.

ESSENTIAL FUNCTIONS

- Maintain a personal portfolio of major gift prospects (defined as those giving a gift of \$1,000+ in support of the Centers of Excellence), as well as those donors and prospects that have the capacity to give at the major gift level or higher.
- Serve as the primary relationship manager for this portfolio of prospects, developing and implementing a written donor strategy and relationship record

- Communicate with portfolio through face to face cultivation, solicitation and stewardship meetings, and written strategies; ensure that each major donor and prospect has a clear strategy and timeline for cultivation, solicitation, and stewardship.
- Develop solicitation strategies for donors/prospects in support of the organization's annual fund, planned giving, and growth campaigns; ensure strategies are compatible, and maximize opportunities with existing campaigns and appeals.
- Support the fundraising efforts of the Chief Development Officer and Chief Executive Officer in securing new and renewed gifts.
- Screen and prepare profiles of current and prospective donors.
- Ensure proper donor recognition in all publications and oversee accurate donor lists for those publications.
- Work with the Director of Special Events to strategize and help execute cultivation events for major donors and prospects.
- Be a visible presence at development department special events, such as major donor cultivation events and fundraisers.
- Project manage annual appeals for specific program areas, ensuring deadlines and fundraising goals are met.

POSITION REQUIREMENTS

- Bachelor's degree or equivalent experience plus a minimum of 3-5 years (direct or equivalent) experience managing high-level donor relationships, with demonstrated success in closing gifts of \$10,000 and above.
- Ability to conceive, plan, and execute a major gifts program, including annual giving, special events, and special projects/campaigns.
- Excellent grasp of CRM/database software including prospect tracking and management.
- Willingness to be hands-on in a role that is demanding and requires a high level of energy and professionalism.
- High-level proficiency with Microsoft Office, including Word and Excel, and a working knowledge of search functions for donor research purposes.
- Superior interpersonal skills and ability to communicate professionally with a culturally diverse group of volunteers, co-workers, and donors.
- Excellent organizational and project management skills and ability to prioritize workload in a timely manner to complete assignments with many deadlines and competing requirements.
- Ability to pass a criminal background check.

QUALIFICATIONS

The ideal candidate for this position will possess the following qualities and attributes: ▪ Culture- and mission-driven - extremely passionate about JCC and building 21st Century Jewish Life; ▪ A can-do attitude and willingness to go the extra mile in service of our mission; ▪ 3+ years of experience in cultivation and stewardship of philanthropy ▪ Ability to establish, cultivate and steward strong professional relationships with stakeholders to build lifelong partnerships and trust while aligning their passions with the mission, priorities and goals of the JCC; ▪ Collaborative problem solver who brings an entrepreneurial approach to designing personal donor engagement strategies; ▪ Innovative, self-motivated, able to manage multiple projects well, working both independently and as a team member; ▪ Exceptional interpersonal, written, and oral communication skills; ▪ Commitment to representing the JCC with enthusiasm, warmth, and professionalism; ▪ Strong organizational and time management skills.