

Central California Food Bank
Job Description



Job Title: Major Gift Officer
Reports To: Chief Administrative Officer
FLSA Status: Exempt

Prepared By: HR Manager
Approved By: President/CEO
Approval Date: 7/9/2019

POSITION SUMMARY:

The Major Gift Officer will be responsible for developing and implementing a strategic development plan to substantially increase major gift revenue from individuals, including all activities related to the identification, cultivation, solicitation, and stewardship of individual major gifts prospects.

The following is a list of major duties and responsibilities for this position. It is not all-inclusive. Other duties and responsibilities may be added as needed and, in addition, management as appropriate may modify this job description.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Develop and implement a strategic plan to increase major gift revenue

- Identifies new major gift donor prospects and develops cultivation and solicitation strategies that build enduring relationships that lead to financial support. Tracks progress through customer relationship management (CRM) and in regular meetings with the Chief Administrative Officer.
- Identifies current donors with greater capacity and develops strategies for increasing giving levels through cultivation, outreach, recognition and events activities.
- Identifies and cultivates planned giving prospects and develops strategies for gift planning opportunities.
- Works closely with CEO and other development staff including prospect research to increase the major gifts donor pool.
- Creates involvement opportunities for major gifts donors, such as site visits, volunteer events, annual luncheons and special events.
- Identify major gift opportunities from pool of donors participating third party events.
- Track all interactions with donors and prospects using Central California Food Bank's (CCFB) CRM.
- Manages a portfolio of 100 donors

2. Provide excellent customer service to all CCFB customers including CCFB clients, staff, donors, logistics personnel, agency personnel, volunteers, board members, and the general public.

- Engage in the following tasks or behaviors that represent excellent customer service: timely responses, punctuality and attendance, treating others with respect, being knowledgeable and providing accurate information, and using appropriate non-verbal and verbal communication.
- Alignment with the mission and values of CCFB.
- Represent Central California Food Bank as designated functions.
- Perform other duties and support as assigned.

SUPERVISORY RESPONSIBILITIES:

This position does not have supervisory responsibilities.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made in accordance with the ADA to enable individuals with disabilities to perform the essential job functions.

- Bachelor's degree from an accredited college or university
 - Completion of advanced professional courses, seminars, or workshops that focus on best practices and the arts and principles of major gift fundraising and the fundraising process.
- Eight to ten years of major gift fundraising experience with demonstrated ability to create and implement a viable, sustainable, and measurable development plan.
- Ability to effectively communicate (written and oral)
- Ability to adapt to a quickly changing business environment including learning and applying new training and knowledge
- Demonstrated leadership ability to create and nurture long-term relationships with major donors and prospects.
- Superior interpersonal and communication skills are required; must be able to articulate the case for support, to interact professionally, and to inspire increased giving.
- Work experience must demonstrate the ability to plan strategically and to successfully guide/execute special events.
- Strong presentation skills including networking and public speaking.
- Superb organizational skills.
- Ability to work independently and at the same time be an engaged and supportive member of the Development team.
- Insurable with valid California driver license.
- Strong computer skills (Microsoft Office, donor CRMs)
- Demonstrated ability to multi-task and thoroughly attend to details

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform essential functions of this job. Reasonable accommodations will be made in accordance with ADA to enable individuals with disabilities to perform the essential job functions.

This position is located at a warehousing/distribution facility. With warehouse and truck traffic in the facility and grounds, a few steps to walk up into the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment. While performing the job duties of this job, the employee is regularly required to sit, talk, and hear. The employee frequently is required to stand, walk and/or reach with hands and arms. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus. Must be able to use a computer to track detailed data, write reports and receive information; must be able to communicate by phone and in person; must be able to drive to and from meetings, events, and to run errands.

Central California Food Bank is an at-will employer. This means that employment can be terminated at-will

by the company or employee and such termination can be made with or without notice.

*Central California Food Bank is an Equal Opportunity Employer.
Central California Food Bank is a proud member of Feeding America.*

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Job Description Acknowledgement

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By signing below I am acknowledging that I have received a copy of this job description.

I understand I am to become familiar with my job description's contents as it represents a brief summary of my job duties, which are not all-inclusive and are subject to change, with or without prior notice. I understand it is my responsibility to talk to my manager or Human Resources if I have any questions regarding my individual job responsibilities or any policies and procedures.

Further, I understand that signing this document does not constitute a contract of employment with Central California Food Bank.

Employee Name (Print)

Employee Name (Signature)

Date