



MAJOR GIFTS OFFICER

CLASSIFICATION: Exempt, Salaried, Full-Time

LOCATION: 386 Main Street, Rockland, Maine

Role Description

The Island Institute seeks qualified candidates for the role of Major Gifts Officer. The Major Gift Officer (MGO) is passionate about the mission of the Island Institute and contributes to the organization by growing philanthropic revenue from individual donors and family foundations. The MGO works as an integral member of the Philanthropy team, meeting both individual and team fundraising goals.

Key responsibilities include the cultivation, solicitation, and stewardship of a portfolio of individual donors with the capacity to make five- to seven-figure gifts, towards the attainment of the organization's annual and long-range fundraising goals. In addition, the MGO plays a critical role in organizing and extending the volunteer fundraising activities of those who are committed to the organization.

This position is based at the MGO's home office, and the MGO is expected to work out of the Rockland office as needed. The Major Gift Officer reports to the Chief Philanthropy Officer.

Qualifications Required:

- Bachelor's degree and a minimum of five years fundraising experience, with three in major gifts
- Proven experience cultivating relationships, soliciting, and stewarding a portfolio of individual donors with the capacity to give at the five- to seven-figure level
- Proven experience securing major gifts to meet quantified fundraising goals
- Excellent verbal and interpersonal communication skills; able to speak about the organization's work in an articulate, professional, and compelling manner
- Strong writing skills; able to effectively convey the organization's mission, priorities, and programs in a variety of formats (solicitation letters, gift proposals, and reports)
- Proven ability to exercise sound judgment in making independent decisions on matters of significance to the philanthropy team's ability to execute its fundraising goals
- Highly organized and able to meet firm deadlines
- Proficiency in Salesforce or a similar database, including data entry for actions and moves management
- Proficiency in Microsoft Word, Excel, Outlook, and PowerPoint
- Proficiency in Zoom or similar cloud-based video communication technology
- Ability to work extended hours, evenings, and weekends, as needed
- Ability to travel to off-site locations, including by boat and plane

Qualifications Desired:

- Three to five years' experience as a major gift officer
- Experience supporting major gifts during a multi-year fundraising campaign
- Experience developing major gift proposals
- Experience developing a pipeline of individual donor prospects, from identification to solicitation
- Knowledge of the Maine coast, in particular the year-round island and remote coastal communities that comprise the Island Institute's constituency

Essential Functions and Responsibilities:

- Manages a portfolio of major donors and major donor prospects of 200-250, conducting all aspects of relationship qualification, cultivation, solicitation, and stewardship
- Works closely with the Philanthropy team to set and meet fundraising targets for assigned donors
- Secures annual and multi-year gift commitments of \$10,000 or more from individual donors and family foundations to meet annual and multi-year fundraising targets
- Identifies, researches, and cultivates new prospect relationships
- Stewards major donor relationships including individuals with family foundation connections, including writing of reports and proposals
- Advises on events to engage, cultivate, and steward individual donors. Works with volunteers to implement stewardship events, including online events, designed to cultivate new and current prospects in their portfolio.
- Supports philanthropy and stewardship events across the organization.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical demands:** While performing the duties of this job, the employee is required to sit, enter data using computer keyboard and mouse, stand, walk, bend over occasionally, and move about the office space as well as between building floors. There is no requirement to lift and/or move weights of more than 15 pounds. The employee will be expected to travel on occasion by boat and ferry to various island and remote coastal locations. There will be times when working long hours on evenings and weekends will be required.
- **Work environment:** The noise level in the work environment is usually minimal.

The Major Gifts Officer position is a full-time, salaried position, starting immediately, with a competitive salary range of \$60,000-\$70,000 plus benefits.

There is no application deadline, but preference will be given to candidates whose materials are received by September 17th. Only electronic applications are accepted.

To apply, please use this link: <https://islandinstitute.bamboohr.com/jobs/view.php?id=78>

Based in Rockland, Maine, the Island Institute is a nonprofit organization and an equal opportunity "at-will" employer committed to providing equal employment opportunities based upon an individual's ability and qualifications. We do not discriminate against people on the basis of race, citizenship, ancestry, color, religion, sex, sexual orientation, national origin, age, mental or physical disability. For more information about the Island Institute, please visit www.islandinstitute.org.