



Major Gifts Officer Job Description

About The Women's Foundation of Colorado

The Women's Foundation of Colorado is the only statewide, community-funded foundation protecting the progress and advancing gender, racial, and economic equity for all Colorado women. Through research, education, advocacy, and strategic philanthropy, WFCO works to create a future where Colorado women of every background and identity prosper.

Position summary

The Major Gifts Officer plays a crucial role in advancing WFCO's mission by securing significant financial contributions from individual donors, foundations, and corporations. This position is responsible for identifying, cultivating, soliciting, and stewarding major gift prospects and donors, with a focus on gifts of \$25,000 and above.

Essential duties & responsibilities

1. Donor Portfolio Management (40%)
 - Manage a portfolio of 100-150 current and prospective major gift donors
 - Develop and execute personalized cultivation and solicitation strategies for each donor
 - Conduct 7-10 face-to-face visits per month with donors and prospects
 - Achieve annual revenue goals for assigned portfolio
2. Prospect Identification and Research (20%)
 - Identify new major gift prospects through research, networking, and collaboration with Board members and other staff
 - Utilize donor database and wealth screening tools to analyze giving capacity and philanthropic interests
 - Create donor profiles and briefing materials for leadership and Board members
3. Relationship Building and Stewardship (20%)
 - Develop and maintain strong, authentic relationships with donors and prospects
 - Create personalized stewardship plans for major donors
 - Organize and host cultivation events, including small gatherings and larger donor recognition events
 - Collaborate with the communications team to develop compelling donor impact reports and storytelling materials
4. Strategic Planning and Reporting (10%)
 - Contribute to the development of WFCO's overall fundraising strategy

- Participate in regular meetings with the development team and leadership to discuss progress and strategies
 - Prepare and present regular reports on major gift activities, pipeline, and revenue forecast
 - Stay informed about WFCO's programs, initiatives, and impact to effectively communicate with donors
5. Cross-functional Collaboration (10%)
- Work closely with the grants management team to identify opportunities for foundation and corporate support
 - Collaborate with Director of Development and Vice President of Development to identify and cultivate prospects for legacy gifts
 - Partner with program staff to understand funding needs and identify compelling giving opportunities for donors

Experience

- Minimum of 5 years of progressive experience in fundraising, with a focus on major gifts or commensurate experience
- Proven track record of closing gifts of \$25,000 and above
- Deep understanding of the principles of moves management and donor-centered fundraising
- Excellent written and verbal communication skills, with the ability to articulate WFCO's mission and impact compellingly
- Strong interpersonal skills and the ability to build relationships with diverse stakeholders
- Proficiency in donor database management, preferably Raiser's Edge
- Knowledge of Colorado's philanthropic landscape and women's issues preferred
- Ability to travel throughout Colorado

Knowledge, skills, and abilities

- Strategic thinking and planning
- Results-oriented with a high degree of initiative
- Emotional intelligence and cultural competency
- Excellent time management and organizational skills
- Ability to work both independently and collaboratively in a team environment
- Commitment to diversity, equity, and inclusion
- Discretion in handling confidential information

Working environment

The physical demands 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.

- WFCO currently utilizes a hybrid working model. All employees are expected to work in our offices located on the University of Denver campus Tuesdays and Wednesdays.
- Prolonged periods sitting at a desk and working on a computer.
- Evenings, weekends, and statewide travel for community events is sometimes required. Ability to travel to donor meetings and events, including driving and rare but possible air travel.
- This role will require setting up events and meetings, which may require moving equipment, furniture, and supplies weighing up to 20 pounds and positioning oneself to connect computer or electrical cords, set up banners, refreshments, etc.

Compensation and Benefits

- Competitive salary commensurate with experience, range: \$80,000 - \$110,000
- Comprehensive benefits package including health, dental, and vision insurance
- 403(b) retirement plan with employer match
- Generous vacation and sick time off policies and holiday schedule
- Professional development opportunities

Please direct all inquiries to Jobs@wfc.org. Please submit cover letter and resume to Jobs@wfc.org prior to deadline of November 1, 2024.

In alignment with our goal of advancing gender, racial, and economic equity, WFCO welcomes and encourages applications from members of historically and systemically marginalized communities.

We understand that there are individuals who could excel in this role without meeting 100% of the qualifications precisely as described or who have essential skills we may not have considered. If that's you, we encourage you to apply and tell us about yourself. We are committed to considering candidates with diverse work experiences and backgrounds.

It is the policy of The Women's Foundation of Colorado (WFCO) not to discriminate against employees, job applicants, board members, program participants, volunteers, or clients on the basis of sex, race, color, national or ethnic origin, religion, sexual orientation, gender identity, gender expression, age, physical ability, military or veteran status, or any other characteristic protected under federal, state or local law. The WFCO is an EEO/AA employer. We are dedicated to providing a work environment free from discrimination and harassment, and where employees are treated with respect and dignity. In any materials you submit, you may redact or remove age-identifying information such as age, date of birth, or dates of school attendance or graduation. You will not be penalized for redacting or removing this information.