



**Mission:** Empower individuals and engage communities to end domestic violence

Job Title: Major Gifts Officer	Salary Classification: Exempt Salary: \$90K - \$110K
Reports To: Director of Philanthropy	FLSA: Full-time
Supervises: n/a	
Location: Remote but could be hybrid if local to Newburyport, MA	Date: June 2023

**Who We Are:**

As part of its mission to empower individuals and engage communities to end domestic violence, local service provider Jeanne Geiger Crisis Center created the Geiger Institute, a national initiative to end domestic violence homicides. Since 2007, we have provided training and technical assistance to over 250 jurisdictions across the country working to improve their responses to the most dangerous cases of domestic violence.

The Geiger Institute is actively expanding our team, building our partnerships, raising critical funding, and evolving our work to increase pathways to safety especially for those who are most marginalized.

Across all our work and in our partnerships, we commit to:

- Center social justice and equity.
- Use a strengths-based, survivor-led approach.
- Work collaboratively within communities.
- Practice with heart and a holistic mindset.

We invite you to join us in our mission to empower individuals and engage communities to end domestic violence, and to elevate voices and learn from those most impacted by gender inequity, racism, oppression, and ongoing marginalization.

As an equal opportunity employer, we are committed to workforce diversity and hiring people with diverse backgrounds and life experiences. Survivors, people who are bilingual/bicultural, people of color, people with disabilities, and members of the LGBTQ+ community are strongly encouraged to apply.

**Primary Responsibilities:**

The Major Gifts Officer is responsible for the development of a national fundraising campaign which includes the cultivation, solicitation, and closure of gifts in the range of \$10,000 - \$100,000 to support the work of the Geiger Institute. They will develop and implement solicitation strategies and collaborate with leadership and staff to maximize fundraising strategies and revenue. This role reports to the Director of Philanthropy.

This person will have experience and expertise in all areas of major gift work continuum/moves management including identification, cultivation, solicitation, gift closure and a basic knowledge of Planned Giving.

**Major Duties:**

- Forging positive effective relationships internally and externally with a wide-ranging assortment of individuals, boards, volunteers, donors, external partners, and the communities at large.
- Develop and manage a portfolio of major gift prospects with a focus on sustaining and growing current funder relationships and building new donor relationships.
- Commitment to proactive personalized fundraising, including regular donor meetings, and building outstanding one-on-one relationships.
- Drive for Results – steadfastly pushing self with a focus on bottom-line results.
- Using key metrics to achieve higher retention rates and donor satisfaction. Monitoring and managing opportunities and new trends with technology and data analysis to determine which efforts have the greatest business impact.
- Responsible for budgets, forecasts, and projects, as well as accurate and timely plans, consistent with the strategic plan.
- Collaborate with peers across the organization to acquire and coordinate resources.

**Knowledge/Skills/Experience Required/Preferred:**

- 5-8+ years of professional development experience.
- Passionate about mission, able to communicate and promote the mission, vision, values, and strategic objectives of JGCC to external and internal stakeholders.
- A demonstrated track record of accomplishment in identifying, cultivating, soliciting, closing major gifts, and providing stewardship to donors.
- Exceptional skills in working with high-net-worth individuals and persons of influence.
- Ability to initiate and build long-term relationships with prospective individual donor partners.
- Strong fundraising ethics with discernible respect for confidentiality of donor information.
- History of 5- and 6-figure personally solicited individual gifts; experience working on gift strategies.
- Excellent people skills with effective verbal and written communication abilities.
- Highly organized, detail-oriented, and able to manage multiple projects simultaneously in a fast-paced environment.
- Experience being a member of a small fundraising team.
- Initiative-taking, enthusiastic and have strong follow-up skills.
- Fully proficient in Microsoft Office Suite (Word, Excel, and Outlook) and experience with Raisers Edge helpful.
- Understand and celebrate gender diversity and gender/racial/Queer justice.
- Demonstrate a willingness to positively contribute to the growth and development of our mission, values.
- Victims/Survivors are highly encouraged to apply.
- Members from the most impacted communities with lived experience highly encouraged to apply.
- Bilingual English-Spanish preferred but not required.