



Job Description: Major Gifts Officer

Job Title: Major Gifts Officer

Reports to: Director of Development & Advancement

Salary:

About Habitat for Humanity of Durham

Mission: Habitat for Humanity brings people together to build homes, communities, and hope.

Habitat for Humanity of Durham believes that all of Durham's neighbors should have a safe, decent, and affordable place to call home. Founded in 1985, Habitat for Humanity of Durham has built, sold, and financed more than 470 homes in Durham, in urban infill locations and in newly developed neighborhoods. Durham Habitat is both builder and lender, and Durham Habitat currently builds, sells, and finances 15 to 20 single-family homes per year, providing bright futures and positive outcomes for low-income residents who need affordable housing. In addition, Durham Habitat completed critical repairs on over 500 non-Habitat homes for owner-occupied, low-income homeowners.

Through our mission, we help individuals empower themselves through safe and affordable homeownership. We believe that dignity and hope are best achieved through equitable and accountable community partnerships. We operate according to the belief that dismantling systems of oppression and marginalization leads to a more equitable and inclusive society. We implement organizational practices that help minimize unconscious biases, promote equity and inclusion, and foster candid conversations.

Job Overview

Under the guidance and supervision of Director of Development & Advancement, the Major Gifts Officer is responsible for planning and implementing strategies for identification, cultivation, solicitation, and stewardship of individual major donors to support the mission Habitat for Humanity of Durham. The Major Gifts Officer will focus strategically on maintaining and expanding the organization's major gifts program, through quality customer service to constituents and by prospecting mid-level donors through frontline prospect and donor management. The Major Gifts Officer works with the Director of Development & Advancement and the Annual Giving Officer to develop the overall Individual Giving Program strategy needed to achieve the mission and goals of Durham Habitat. The Major Gifts Officer will work collaboratively with the Director of Development & Advancement to set goals, priorities, and direction for the Individual Giving Program. This is a full-time exempt position.

Duties and Responsibilities

Individual Donor strategy, stewardship, and solicitation

- Identify, cultivate, solicit, and steward a portfolio of major gift donors and prospects capable of giving \$10,000+ annually.
- Design touch plan and implement moves management to cultivate deeper relationships.



- Solicit or craft proposals to secure new, renewed, or increased funding from individual mid-level and major donors.
- Establish and execute consistent communication with colleagues and portfolio to ensure constituents are up to date and feel like insider members of Durham Habitat.
- Assure accurate and timely action entry, reporting, and stewardship.
- Build and maintain positive relationships with individual donors, volunteers, community stakeholders, and colleagues.
- Oversee implementation and building of Foundation Society benefit tiers, and other engagement opportunities for new and existing major and legacy donors.
- Integrate Legacy Giving Program into Annual Giving Campaign.
- Liaise with Communications and Brand Manager to ensure consistent messaging to donors and prospects that aligns with solicitation and donor-specific stewardship communications.
- Support large-scale department solicitation events.
- Work with Annual Giving Officer on overlapping strategies where applicable (such as giving days or stewardship events) with the shared goal to identify new donors and build strategies for engaging and encouraging donors to give at higher levels.
- Collaborate with Database Manager on gift processing and reporting.
- Work with Director of Development & Advancement to establish revenue goals for fiscal year.
- Work effectively with Director of Development & Advancement.

Education, Experience, and Skills Required

- Bachelor's Degree with 5+ years of fundraising experience and proven track record for securing gifts of 5-6 figures, or 7+ years equivalent experience.
- Demonstrated track record of developing and executing successful touch plans and moves management.
- Experience managing a portfolio of major donors and prospects.
- Proficient in donor database formats; knowledge of Raiser's Edge a plus.
- Excellent organizational, writing, and verbal communication skills.
- Must have strong emotional intelligence and soft skills.
- Must be strategic and forward thinking.
- The ability to be motivated and a self-starter.
- The ability to take direction and handle multiple projects, set priorities, and meet deadlines.
- Positive attitude and passion for playing a role in fulfilling the organization's mission.
- Considerable knowledge of fundraising techniques and sources of funding.
- Commitment to diversity and a history of working effectively with colleagues, volunteers, prospects and donors irrespective of their economic status, ethnicity, gender-identity, educational level or sexual orientation.
- Must have valid Driver's License and reliable transportation to attend outside meetings.

Note

- Some weekend and evening event staffing is required.