
Major Gifts Officer

Second Harvest Foodbank of Southern Wisconsin is the largest hunger-relief organization in southwestern Wisconsin. In 2017, Second Harvest partnered with over 225 agencies and programs throughout southern Wisconsin and provided 13.9 million meals to neighbors and friends facing hunger. As one of Wisconsin's leading not-for-profit organizations raising over \$5.5 million per year and recognized throughout the area for the "Share Your Holidays" campaign, Second Harvest has a mission that connects with individuals, families, businesses and many other organizations that invest in our programs year after year.

The **Major Gifts Officer** will help build Second Harvest Foodbank's Individual Major Gifts Program. Working collaboratively with the Development team, the Major Gifts Officer will screen and qualify current and new donors; manage a portfolio of donors and share collaborative prospects with the team; promote and administer planned and monthly giving programs, and steward donors.

Position Responsibilities

- In collaboration with the development team, prepare and implement a Major Gifts strategic plan and performance measures for building the individual giving program.
- Maintain and develop strong and engaged relationships with current mid- and major-level donors and develop new relationships through cultivation and prospecting opportunities via one-on-one visits, small groups and other meaningful contacts.
- Work closely with the Development Team on the following processes: major donor identification, research, cultivation, stewardship, and solicitation as appropriate. Manage all of these processes.
- Evaluate, cultivate, and solicit gifts from individual donors and prospects, both independently and working collaboratively with the Development Team, Board Members, and other SHFB staff.
- Maintain knowledge of as well as present and promote various ways donors can make gifts, including planned giving instruments. Work with program staff to accurately report on major programs to donors.
- Record donor interactions, relationships, and other relevant information in Raisers' Edge in accordance with policies and procedures.
- Be a full participant on the Development team in analyzing metrics and crafting strategies to secure philanthropic gifts.
- Represent SHFB at key community events, using these opportunities as public relations, cultivation, and/or prospecting opportunities.
- Prepare proposals, solicitation letters and stewardship reports.
- Prepare grants for individual family foundations and other donors as needed.

- Implement and manage individual donor recognition, cultivation, and stewardship programs and events.
- Develop strategies for identifying and upgrading larger gifts from individual direct mail donors and major donors.
- Grow monthly, matching, and honor/memorial gifts.

Qualifications

The ideal candidate will bring skills in building relationships with major donors, a collaborative approach and passion for our mission. Other requirements:

- Bachelor's Degree
- 5 years' experience in a Development Office, with at least 2-3 years' experience with major gifts.
- Proven track record of success in planning, implementing and advancing a comprehensive major gifts program.

Benefits

Second Harvest Foodbank offers a comprehensive benefits package as part of our total compensation. Benefits include:

- Health Insurance (Employer pays 90% of premium)
- Dental Insurance (Employer pays 100% of employee premium)
- 401(k) Retirement plan with generous match
- Long Term Disability Insurance
- Life Insurance
- Vision Insurance
- Flexible Spending Account Plan
- Generous Paid Time Off (PTO) accrual of 23 days per year
- 10 Paid Holidays per year.

To Apply

To view full job description, go to www.secondharvestmadison.org/about/careers

Please send resume and cover letter expressing interest in the position and salary expectations to hr@shfbmadison.org.