

**Title: Senior Major Gifts Officer (MGO II)**

**Start Date:** Immediate

**Location:** New York City

**Reports to:** Director of Development with day-to-day supervision from Associate Director of Development

**Position Summary:** Under direction of the Associate Director of Development, and consistent with the Departmental plans, the Senior Major Gifts Officer is responsible for implementing all aspects of Major Gift program including: identification, qualification, cultivation, stewardship and solicitation and gift acknowledgement, developing and implementing plans for major donors (over \$5,000) and for the Founder's Circle donors (\$1,000); working with the Associate Director of Development to develop comprehensive plans for individual major donors and manage assignments for major gift cycle; jointly calendaring all projects and donor meetings/trips; and maintaining and expanding regional donor program and other major donor cultivation/acquisition initiatives.

**Responsibilities:**

**Major Gifts (MG)**

- Work with Director of Development and Associate Director of Development to develop fundraising plans and create department goals;
- Work with individual donors and prospects (recruit, cultivate, solicit, work with other staff/board member including board volunteers), to execute the fundraising plan and to reach departmental goals;
- Work with Associate Director of Development to implement program for major gift donors and prospects (cultivate/solicit or make assignments to appropriate staff, board member, etc.);
- Qualify, cultivate and ask major donors and prospects using "moves management" or other "donor centered" approach;
- Develop and implement stewardship program for major donors;
- Conduct prospect research;
- Identify ways to attract new donors and increase giving among current donors.

**Founders Circle (FC)**

- Plan meetings with tri-state and regional donors with assistance of development staff. Produce periodic stewardship updates on CCR's work and contribute to newsletter articles;
- Working with other members of the individual giving team, help plan, implement and evaluate the annual thank you reception in the Fall for FC members with emphasis on use for major gift qualification and stewardship.

**Planned Giving**

- Support Associate Development Director on all aspects of Planned Giving as assigned.
- Produce packets including draft contracts and pay-out calculations for prospective annuitants, do phone follow up, finalize contracts and maintain records including checking

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on uncashed checks for status of annuitants;

- Learn about aspects of Planned Giving such as current tax and other legal requirements impacting planned gifts.

## **Regional Fundraising**

- Travel to targeted cities several times a year;
- In coordination with Associate Development Director, manage all aspects of regional travel and planning for major gifts program, arrange special events (for example, house parties), create invitations and invite list, arrange for appropriate dev staff member to accompany program staffer, work with development staff to make travel arrangements, secure appointments, develop plan for visit to qualify, cultivate, solicit or steward major gift donors and prospects.
- Work with Associate Development Director to identify possible events for lower level donors inside and outside of New York (i.e. donor breakfast in Bay Area).

## **Miscellaneous**

- Contribute content to direct mail pieces, newsletter, receipt letter, annual report and other written materials as needed; may be asked to edit/project manage one or more newsletters per year based on staffing availability, workload and individualized professional development plans;
- Assist with events as needed;
- At direction of Associate Director of Development, provide gift histories for Board members;
- Train and support other development staff as needed;
- Assist with other departmental work as assigned by Director of Development or Associate Director of Development.

## **Qualifications:**

- Minimum of five (5) years of development experience, with at least 2 of those years in major gifts or individual giving work;
- A belief in the mission of the Center for Constitutional Rights, demonstrated commitment to social justice issues, and comfort working in a progressive legal environment;
- Superior writing skills including ability to translate technical legal work for a general audience;
- Experience with CiviCRM or other fundraising software a plus, database experience required;
- Strong organizational and time management skills, proven ability to plan and meet deadlines, efficiently manage multiple tasks and priorities under tight deadlines;
- Supervisory skills and strong attention to detail and grace under pressure;
- Excellent problem-solving skills, including ability to anticipate problems and use judgement appropriately to plan solutions;
- Excellent interpersonal and research skills;
- Self-start with the ability to work both independently and as member of a team;
- Integrity and sense of humor.
- Ability to travel and valid driver's license preferred;

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**Compensation:** Salary is commensurate with experience and subject to union collective bargaining agreement. Excellent benefits.

**Contact:**

Qualified candidates should e-mail a cover letter with resume and three writing samples to [mgiftsearch@ccrjustice.org](mailto:mgiftsearch@ccrjustice.org) with “Major Gifts Officer” in the subject line. Applications will be considered on a rolling basis and strong consideration will be given to early applicants. No phone calls please.

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