

Position Overview

Major Gifts Officer

Marion Polk Food Share is the regional food bank serving Marion and Polk counties. Support from our local community makes it possible for the Food Share to collect and distribute nutritious food for children, adults and seniors through more than 100 partner programs, including food pantries, meal sites and home-delivered meals and to carry out programs to address the root causes of hunger.

The mission of Marion Polk Food Share is *to bring people together to end hunger and its root causes.*

At the Food Share, our commitment is to:

- *Treat all people as our neighbor*
 - *Value diversity and strive for inclusion*
 - *Listen first and seek to understand*
 - *Focus on shared goals*
 - *Encourage creativity and be willing to take risks*
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Statement of Purpose: The Major Gifts Officer develops relationships with leadership-level donors to deepen their engagement with the Food Share and provide them with meaningful information about the impact they make in the mission of ending hunger.

Summary of Role: The Major Gifts Officer maintains a portfolio of donors and through meaningful relationship-building, determines what their philanthropic interests are to develop personalized donor plans that align Food Share needs with donors' interests and capabilities.

Core Areas of Responsibility

- *Qualifies, cultivates, solicits and stewards a select portfolio of Marion Polk Food Share donors who are giving leadership-level gifts.*

This position has no supervisory responsibilities but may provide leadership, guidance and training to volunteers.

Position Description

Major Gifts Officer

Areas of Responsibility, Evaluation and Essential Functions:

Qualifies, cultivates, solicits and stewards a select portfolio of Marion Polk Food Share donors who are giving leadership-level gifts.

- Works with Director of Major Gifts to regularly review portfolio and qualify donors for engagement.
- Develops and maintains written personalized donor plans for each qualified donor in portfolio.
- Engages with qualified donors personally to deepen their connection to the work of the Food Share that they support.
- Develops personalized gift proposals, involving Food Share leadership as needed, to solicit donors for leadership-level Gifts.
- Ensures donors are receiving prompt acknowledgement and meaningful information about their support.
- Identifies donors in portfolio who are ready to increase their support.
- Engages Food Share leadership in donor relationships as needed.
- Attends all Food Share donor events.
- Works collaboratively with members of the development team to support other development activities and achieve team goals.
- Other duties as assigned¹

Education and/or Experience; Certificates/Licenses/Registrations:

- Bachelor's degree in marketing, business, liberal arts or related field, preferred.
- Three or more years of successful experience in development, fundraising, and/or donor relations activities preferred.
- Proficiency with Microsoft Office products and experience with computer databases and tools.
- Must possess Oregon driver's license and auto insurance and acceptable driving history for the last three years.
- Must pass pre-employment drug screen and full background check, including driving record check.

Necessary Knowledge, Skills and Abilities:

- Demonstrated strong written and verbal skills.
- Strong presentation skills.
- Demonstrated ability to use effective interpersonal skills, listening, diplomacy and tact to build strong relationships with donors and all levels of staff
- Proven ability to work effectively with a diverse group of external and internal persons to achieve results.
- Demonstrated skills and commitment to quality, timeliness, efficiency, and effectiveness.



- Demonstrated strong organization skills with attention to detail.
- Excellent customer service and follow-through skills.
- Must review and agree to Association of Fundraising Professionals' Code of Ethical Standards.

Job Conditions:

Work may be performed at a work station while using a telephone and sitting at a computer screen for extended periods and throughout other venues in the community. May occasionally lift, move and carry objects in excess of 30 pounds. Work is subject to varying indoor and outdoor temperatures and road and walkway surface in all seasons. May work or travel out of the local area and work outside normal working hours, such as evenings and weekends on occasion. Work in excess of 10 hours per week during peak business periods may occasionally be required.

Title	Major Gifts Officer	Department	Development
FLSA	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Starting Salary Range	\$50,833 - \$62,270
Status	<input checked="" type="checkbox"/> Full Time <input type="checkbox"/> Part Time	Hours Per Week	40 (applicants who prefer 30 hours will be considered)
Reports to	Director of Major Gifts	Date of Last Revision	11/5/2020
Alternate Title(s)		Grade	K
Employee Signature			
Supervisor Signature			
HR Signature			

ⁱ This job description does not list all the duties of the job. You may be asked to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description. Marion Polk Food Share has the right to revise this job description at any time. The job description is not a contract for employment.

To perform this job successfully, an individual must be able to perform each essential duty and physical demand satisfactorily with or without a reasonable accommodation. EOE.