

Major Gifts Officer

 *Buffalo, Rochester, or Syracuse, NY*

Diversity and inclusion are core values at Planned Parenthood of Central and Western New York (PPCWNY). PPCWNY recruits exceptional and diverse staff. PPCWNY strives to develop staff into leaders for a diverse and global workplace.

In support of Planned Parenthood of Central and Western New York's (PPCWNY) mission, the Major Gifts Officer is primarily responsible for the cultivation, solicitation, and stewardship of philanthropic gifts for PPCWNY. The Major Gifts Officer reports to the Vice President for Development and works with the Grants and Development Teams. They will manage a portfolio of approximately 125 donors and prospects, create fundraising strategies for those prospects, develop relationships with donors, solicit individual gifts of \$2,500 or more, and steward donors. The Major Gifts Officer is expected to work collaboratively and constantly seek ways to increase effectiveness and efficiency. Success in this position will be evaluated through predetermined metrics including the number of visits completed, number of solicitations made, participation rate of prospects engaged and the ability to move a prospect through the qualification, cultivation, solicitation and stewardship stages in a timely manner.

Essential Functions

- Manages a portfolio of 125 prospects, which includes individuals, families, family foundations, and private foundations with the capacity to give \$2,500 or more.
- Works closely with the VP of Development, the CEO, national Planned Parenthood office gift officers, Board members/volunteers to develop individual identification, cultivation, solicitation, and stewardship strategies for the purpose of securing gifts and grants to support the programs and mission of PPCWNY across the region
- Collaborate with the grants team to identify projects and foundations to apply for grants below the \$50,000 level, as appropriate
- Solicit in person as well as through proposal writing to individuals, foundations, family foundations, organizations, and corporations
- Uphold donor centric practices to all aspects of work and this individual will collaborate with the development team to ensure coordination or activities so the donor has a seamless and exceptional experience
- Responsible for accurate and timely documenting of all personal contacts and moves in prospect database/Raiser's Edge as part of Moves Management process and meetings
- Participate in special events as they relate to engagement opportunities for fundraising; provide recommendations on invitation lists that involve donors or prospects
- The individual must be able to work independently while also serving as a member of a team
- The candidate will have knowledge and proven success in virtual engagement and solicitations, and demonstrate a history of successful development experience with individual giving and volunteer engagement
- Be conversant with relevant technologies and how they can be used in support of communicating, engaging donors and volunteers in activities, and measuring results

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- Ability to manage process, deadlines, and budget while adhering to the policies and procedures of the organization and ability to get along with peers, subordinates, volunteers and management
- Maintain a positive and constructive attitude while solving problems
- Planned Parenthood seeks individuals who have demonstrated experience building an inclusive and respectful organizational culture that leverages diversity
- Planned Parenthood seeks candidates who have proficiency in one of the following languages, including but not limited to: Spanish, Nepali, Arabic, and Swahili
- A commitment to Planned Parenthood of Central and Western NY (PPCWNY)'s mission, vision and values along with a commitment to providing services to a diverse range of clients and to the goals of PPCWNY is essential

Other Accountability Activities

- Performs other duties as assigned by VP of Development
- Performs all functions in a manner that upholds Planned Parenthood of Central and Western New York (PPCWNY)'s mission, vision and values, as well as demonstrates commitment to providing services to a diverse range of clients

Qualifications

Education & Experience - Applicants must possess the following qualifications (or equivalent combination of education and experience):

Education - Bachelor's degree or higher preferred

Experience - A minimum of four years' experience in professional fundraising or sales highly preferred

Knowledge, Skills, & Abilities

- Proficiency in Microsoft Office, Microsoft Teams, Smartsheets and Raiser's Edge a plus
- Ability to learn new technologies quickly and assist with user adoption and support
- Flexible to meet changing and dynamic aspects of donor fundraising.
- Strong interpersonal skills
- Must be able to work a flexible schedule to meet deadlines
- Candidates who can effectively communicate in two or more languages, preferred
- Demonstrates a commitment to respecting and learning about the cultural differences, backgrounds, historical traumas, and intersectionality of all colleagues, clients, customers, and vendors
- Track record of proven success in securing individual gifts including annual fund support, major and planned gifts. Demonstrated skills in effective relationship management with high-level and mid-level supporters
- Knowledge of and compliance with the Fundraising Code of Ethics
- Ability to qualify potential donors that represent the highest giving potential for the organization
- Ability to create strategic plans for each donor including: reasonable financial goals based on the donor's giving and capacity, cultivation and stewardship steps
- Ability to create a personal contact and ask plan that considers the individual donor's interest, motivations, giving patterns and ask preferences
- Outstanding written and verbal communication skills including the ability to investigate, interpret, advice, compose, persuade, arbitrate, and autonomously determine conclusion, prepare compelling proposals for individuals and funding organizations



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- Must have ability to safeguard confidential and sensitive donor and organizational information
- Ability to form relationships with Board members and leadership volunteers to cultivate, solicit and steward new major donors
- The individual must have dependable transportation to meet travel requirements, including travel across 18 county service area of PPCWNY and report to Rochester two to four days per month

Work Schedule

This is a full-time, 40 hour a week, position; regular schedule will be Monday - Friday with occasional evenings and weekends.

Compensation

This is a grade 10 position.

How to Apply

Visit the following link: [Paylocity](#)

Planned Parenthood of Central and Western New York is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, color, national origin, sex, sexual orientation, gender identity, age, protected veteran status, or status as a qualified individual with disability.

We are committed to workforce diversity and aspire to reflect the communities we serve. To that end, we strongly encourage people of color, LGBTQ identifying individuals, people with disabilities and other underrepresented groups to apply.