



Title: Major Gift Officer
Department: Development
Supervisor: Director of Major Gifts
December 2019

Make-A-Wish New Jersey

Make-A-Wish New Jersey (MAWNJ) creates life-changing wishes for children with critical illnesses. We are seeking a proven, dynamic and talented self-starter to join our team. This is a great opportunity to share in the power of a child's wish come true, especially at one of the leading Make-A-Wish chapters in the country, as well as a tremendous opportunity to play a crucial role in our success, make an immediate impact, and experience profound job satisfaction/fulfillment.

Major Gift Officer

The Major Gift Officer works to secure funds needed to advance the mission of Make-A-Wish New Jersey and will identify, engage, cultivate, solicit, and steward current and prospective mid-level donors. This position will be tasked with managing a portfolio of 100 mid-level giving prospects with a focus on gifts from \$5,000 - \$10,000, and a goal of increasing the revenue and number of donors and developing a pipeline that provides prospects for principal and leadership gifts.

Major Responsibilities:

- Develop and execute strategy to identify, cultivate and solicit qualified prospects for mid-level gifts.
- Qualify donors and identify prospective donors who are capable of making major gifts in support of Make-A-Wish New Jersey
- Qualify donors and identify prospects who can support the Adopt-A-Wish program.
- Develop and implement projects/initiatives aimed at bringing new mid-level donor prospects into the institution's gift pipeline.
- Evaluate success of mid-level giving program through analysis of donor and prospect growth and movement of donors through giving levels.
- Support donor recognition activities and events which have a strategic impact on the success of the major gifts program and fundraising for institution-wide priorities.
- Correspond with and visit prospects, donors, and their advisors. Travel throughout New Jersey as appropriate to fulfill duties.

- Implement strategies for improvement and execution of the overall development program, incorporating new donor stewardship strategies.
- Manage administrative responsibilities, including timely completion of proposals, pledge and commitment documents; documentation of individual prospect strategies and evaluation of new prospects; stewardship reports; and general correspondence.
- Attend/assist with events at the Wishing Place and other internal fundraising events as needed.
- Assist with other duties as needed or as assigned by the VP of Development, AVP of Development or Director of Major Gifts.

Requirements

Bachelor's Degree required. Minimum five year's experience in development with a demonstrated track record of developing donor relationships. Must be energetic, organized, flexible, focused, and highly collaborative and enjoy interacting with donors. Must be able to clearly articulate the case for supporting MAWNJ (one on one and in audiences of all sizes). Must be able to work as part of a team, and manage long term as well as short term goals. Must be available to attend events taking place during nights or weekends, and must be willing to travel throughout New Jersey. Knowledge of database management (Raiser's Edge) beneficial.

Related Skills

- Exceptional oral and written communication skills.
- Capacity to clearly and effectively communicate strategy to multiple audiences and work with diverse populations.
- Excellent problem-solving and organizational skills.

No phone calls please. To formally apply, send your resume and cover letter (including salary requirements) to jobs@nj.wish.org. Please note "Major Gift Officer" in the subject line.