



### Major Gift Officer (Loveland, CO Location)

<b>Job Title:</b>	Major Gift Officer
<b>Department:</b>	Development (08)
<b>Job Classification:</b>	Full-time; Salaried, Exempt Position
<b>Job Relationships:</b>	Reports to Director of Development & Community Relations

As with all positions at NOCO Humane, the Major Gift Officer supports the organization's mission, vision, and values in their daily work. Playing a vital role within the Development department the Major Gift Officer identifies, cultivates, solicits, and stewards major donors. This position is responsible for building and maintaining strong relationships with a portfolio of 75+ individuals and foundations capable of making significant financial contributions to support NOCO Humane's mission. Additionally, the Major Gift Officer manages NOCO Humane's planned giving program and the associated membership group, Heritage Circle. In all activities, this position supports the department's donor growth, retention, and acquisition rates, as well as the donation growth rate.

#### Essential Duties and Responsibilities – Major Donor and Prospect Management

- Researches and identifies potential major donors, including individuals and foundations
- Maintains a portfolio of 75+ major donors, setting and achieving fundraising goals for each
- Develops and implements cultivation strategies to engage major donors and deepen their connection to the organization
- Solicits major gifts through personalized proposals or presentations tailored to the interests and capacity of each donor, drawing roughly 15% of the organization's development funds from targeted major gifts of \$5,000+
- Develops and maintains a robust pipeline of major gift prospects
- Tracks donor interactions and moves management in the Raiser's Edge database
- Develops and implements a personalized stewardship plan for a full portfolio
- Supports CEO and Director of Development & Community Relations in their major gift work

#### Essential Duties and Responsibilities – Planned Giving Program Management

- Oversees NOCO Humane's Planned Giving program and membership group, Heritage Circle
- Researches and identifies potential planned giving prospects within the donor database and broader community; develops strategies to engage and solicit these prospects
- Develops and maintains materials to inform donors and their advisors about the benefits and options of planned giving
- Develops and implements stewardship plan for Heritage Circle members
- Collaborates with legal and financial professionals to facilitate the completion of planned gift arrangements, including will bequests, charitable trusts, life insurance policies, and beneficiary designations
- Stays abreast of relevant changes and innovations in federal and state tax laws around planned giving
- Works closely with the development team to integrate planned giving into overall fundraising efforts
- Maintain accurate records of planned giving activity

#### Essential Duties and Responsibilities – Collaboration and Communication

- Manages information flow between donors and prospects, shelter staff and Leadership
- Works closely with the development team to coordinate fundraising strategies and initiatives
- Collaborates with marketing and communications staff to create compelling donor materials
- Represents the organization at donor meetings, events, and networking functions, articulating its mission, programs, and funding needs effectively
- Contributes to the development of annual fundraising plans and goals, with a focus on major gifts and planned giving as a significant revenue stream
- Prepares monthly reports on major gifts and planned giving activity, including progress toward fundraising goals, donor engagement metrics, and revenue projections

**Other Duties and Responsibilities:**

- Maintains professional internal and external relationships that meet NOCO Humane's core values
- Models Standards of Professional Conduct at all times
- Handles Shelter companion animals as required
- Assists with the planning and implementation of organization-sanctioned events, especially the Heritage Circle stewardship event
- Contributes to team efforts by accomplishing related tasks and special projects as assigned
- Other duties as assigned

**Job Qualifications:****Education/Experience:**

- Minimum of Bachelor's degree in relevant field (such as nonprofit management, fundraising, communications, or business) or equivalent applicable work experience
- Minimum of three years' experience in major gift development or related field – four or more years preferred
- Proven ability to solicit and close major gifts
- Experience with planned giving fundraising
- Demonstrated computer skills, including proficiency with MS Word and Excel; database management experience preferred; CRM, prospect research tools, and/or shelter software experience a plus
- Animal welfare experience a plus

**Knowledge/Skills/Abilities:**

- Strong attention to detail, ability to maintain strict confidentiality and be self-motivated and disciplined
- Excellent organizational, written, oral and interpersonal communication skills required
- Professional demeanor and proven emotional intelligence, work ethic and integrity skills
- Willingness to travel locally and regionally to meet with donors and prospects
- Adherence to ethical fundraising practices and confidentiality standards
- Availability to work flexible hours, including evenings and weekends, as needed for donor meetings and events

**Working Conditions:**

**Work Environment:** Work will primarily be performed in an open cubicle office setting. Travel to different work sites and events required. Exposure to animals; Potential exposure to zoonotic diseases, animal bites and scratches. Exposure to high noise levels when in kennels; Work may be performed outdoors with exposure to all weather conditions.

**Physical Activities:** Able to sit, perform computer work, drive, stand, bend, squat, walk, read and talk for up to eight hours or more a day with breaks; frequent lifting and carrying of up to 40 pounds without assistance and more with assistance; able to work a flexible schedule with regular weekend and evening shifts.

**Other:** Must be at least 21 years of age (required for insurance purposes); Must have valid Colorado Driver's License and have and maintain an insurable driving record.

**NOCO Humane conducts background checks, DMV checks and requires drug testing of all employment candidates.**

**Benefits include medical, dental, vision, supplemental accident insurance, matching 403b and more.**

**NOCO Humane is an equal opportunity employer.**