



Major Gifts Officer

The New York Women's Foundation seeks an experienced development professional to serve as Major Gifts Officer for The Foundation. Reporting to the Vice President of Development, the Major Gifts Officer is responsible for the cultivation, solicitation, and stewardship of gifts from a portfolio of high net worth donors and prospects. An ideal candidate has familiarity with The New York Women's Foundation, and affinity for social and economic justice, and a desire to work with a broad and diverse cross-section of New York City.

The position reports to the Vice President of Development and will work alongside the Development team as well as with members of the board of directors and executive leadership, including the CEO.

This is a full-time position in our New York City headquarters. We offer competitive salary and benefits.

KEY RESPONSIBILITIES

- Manage a portfolio that includes no more than 300 high net worth donors and prospects.
- Implement a cultivation plan to renew and upgrade large gifts.
- Solicit and secure major gifts, including multi-year gifts and stretch commitments.
- Collaborate on the strategy of grassroots fundraising/direct mail and online solicitation projects as well as other digital marketing efforts.
- Actively manage existing donor pipelines through moves management systems and assist with portfolio activity for key Foundation leadership.
- Manage individual prospect research and executive systems to prioritize the identification and cultivation of prospects.
- Maintain accurate records of donor outreach and solicitation plans through regular upkeep of donor database and submission of call/visit reports.
- Collaborate with various affinity group members to develop and implement fundraising and networking strategies.
- Collaborate with appropriate development staff to prepare for donor meetings, including developing meeting briefings and presentations, ensuring organizational leadership involved in pitch are prepared.
- Special projects and other responsibilities, as needed.

QUALIFICATIONS

- Bachelor's degree and a minimum of eight years of relevant, progressively responsible development experience.
- Superior written and oral communication skills, organizational skills, attention to detail, and ability to work well both independently and with others.
- Major gift fundraising and portfolio management experience, with a proven success record in cultivation and solicitation, are critical.
- Campaign experience preferred.
- Excellent interpersonal and communication skills are essential, both written and verbal.
- Fluency with programmatic partnerships and outcomes is essential.



- Must possess a strong work ethic, have confidence, take initiative and be a self-motivated, enthusiastic team player.
- A background of working with high-level donors, volunteers, and trustees is highly desirable. Ability to think creatively is essential, along with enthusiasm and superb communication skills. The ideal candidate can organize and prioritize simultaneous projects successfully, and can work effectively with trustees, donors and prospects, volunteers, and staff.
- Facility with both Raiser's Edge and Microsoft Office are expected.
- Evening and weekend hours as needed.

HIRING POLICY

The New York Women's Foundation is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

COMPENSATION

Commensurate with experience

TO APPLY

Please send a cover letter, salary requirements and resume to:

hr@nywf.org

Or via mail to:

The New York Women's Foundation
39 Broadway, 23rd Floor
New York, NY 10006
Attention: Human Resources

NO TELEPHONE CALLS PLEASE.