



**Ending hunger in Orange County.
Together we are creating a future in which no one goes hungry.
Ever.**

Major Gifts Manager **Job Posting**

Location: Irvine, CA

Reports To: Chief Development Officer

Status: Full-time, Exempt - (Salary Commensurate with Experience)

POSITION DESCRIPTION: The Major Gifts Manager position is designed to drive Second Harvest Food Bank's major gift fundraising revenue. A major gift is defined as gifts of \$25K+. This position will report directly to the Chief Development Officer (CDO) and will work in collaboration with senior management.

This position is responsible for developing and implementing a strategy for growing the base of major gifts supporters, creating a vision and strategy in partnership with CDO and meeting increased revenue goals to support the organization's strategic initiatives. S/he is a seasoned fundraiser (5 years+) and a leader with a successful track record in all stages of major gifts including prospect identification, research, constituent data capture, cultivation, solicitation, and stewardship. This position is exceptionally strong at building relationships with new and existing individuals capable of giving a major gift and representing Second Harvest to external audiences.

ESSENTIAL JOB FUNCTIONS:

- Collaborate with CDO to build and implement an effective and successful major gift strategy.
- Manage a major gift \$25K+ portfolio of 100 constituents, monthly qualified visitation goal of 12 and obtain an annual goal of new and renewed gifts totaling at least \$1M. Dollar goal to be adjusted according to growth and opportunity.
- Produce timely routine reports used for data driven donor strategies, budget analysis, etc.
- Capture donor information accurately and timely in management database.
- Work with CDO to ensure Board Member development for donor cultivation visits/meetings
- Develop policies and procedures to ensure standardization with major gifts prospects in partnership with Development Director and Database Administrator.
- Annual Board campaign: provide information, consultation, and coordination as needed on Board's annual campaign efforts, in conjunction with Sr. Development Manager.
- Ensure fulfillment of donations and subsequent recognition benefits.
- Serve as staff lead for coordinating major gifts timelines, goals and resources with the guidance of the Benevon® fundraising model.
- Ensure compliance with all relevant regulations and laws, maintain accountability standards to donors and ensure compliance with code of ethics principles and standards of professional conduct for fundraising executives.
- Demonstrated leadership qualities and exceptional relationship building skills. Ability to influence, work pro-actively and effectively to build consensus among cross-functional teams and external partners.



- Comfortable regularly interacting with high-level community leaders and donors with tact and composure
- Strong project management skills with the ability to work under pressure, balance competing priorities and consistently meet deadlines. An ability to move things forward while having timely follow through.
- Ability to attend functions/activities outside normal business hours
- Working knowledge of Microsoft Office and database knowledge preferable; knowledge of donor CRM software desirable (eTapestry, Raiser's Edge, Donor Quest, Salesforce, etc.) and prospect research tools

OTHER DUTIES INCLUDE:

- Execute all other reasonable duties as assigned by the CDO.
- Detail oriented, efficient, and accurate
- Must take direction and constructive criticism well
- Ability to work independently on projects and tasks

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Regularly driving throughout Orange County.
- Extended periods of sitting to meet with constituents and while working on a phone and computer.
- Occasionally required to stoop, kneel and crouch
- Indoor office environment and indoor warehouse environment with moderate noise at food bank location.

REQUIREMENTS:

- Commitment to living out the Food Bank's core values of Compassion, Integrity, Stewardship, Service Excellence and Diversity.
- Education: Bachelor's Degree from an accredited institution in Business, Marketing, Communications/PR, Nonprofit Management or related fields. Willingness to acquire CFRE. *(In lieu of a Bachelor's an equivalent combination of education and experience will be considered.)*
- Significant experience and demonstrated knowledge of the Orange County donor community
- Strong work ethic with an orientation towards constant innovation and process improvement
- Innovative self-starter and problem solver with a bias towards action
- Valid Driver's License and Insurance.
- Excellent communication skills
- Hardworking and goal-oriented
- Ability to maintain a positive attitude and a diplomatic demeanor
Friendly, courteous people skills



HOW TO APPLY:

Please send Resume and completed Application to Jane Van Dyke, Director of Human Resources at JVanDyke@FeedOC.org

You can locate our employment application here:

<http://feedoc.org/AboutUs/EmploymentApplication.aspx>

No phone inquiries please. Thank you!

Second Harvest Food Bank of Orange County, Inc. is an Equal Opportunity Employer
