



## Major Gifts Manager

*Foundation Communities is a nonprofit organization that creates affordable housing where families succeed. More information about us can be found at <http://www.foundcom.org>.*

### **Job Summary:**

The Major Gifts Manager is responsible for planning, coordinating, and implementing all aspects of the individual major donor program to meet Foundation Communities' major gifts fundraising goal and build the individual donor base.

This is a full time position and reports to the Director of Individual Giving and Engagement.

### **Principal Duties and Responsibilities:**

Create and maintain a portfolio of prospective and existing donors and successfully secure major gifts and increase long-term investments in Foundation Communities by:

- Developing systems and using data to identify the giving capacity of prospective and existing donors/supporters.
- Cultivating relationships with current supporters who have the capacity to give major gifts.
- Creating and implementing strategies to cultivate new community members who have the capacity to give major gifts.

Solicit and secure major gifts from individuals for Foundation Communities' capital campaigns to raise funds for specific projects.

Recruit current donors to serve as Table Hosts for the annual fundraising luncheon.

Support the Individual Giving and Engagement Department's effort to move donors and supporters along a continuum of engagement.

### **Required Qualifications:**

- Bachelor's Degree; Master's Degree is a plus
- Three or more years' experience in major gifts fundraising
- Proven track record of identifying, cultivating and soliciting individual donors for gifts of \$5000+
- Basic knowledge of planned giving instruments
- Excellent written and oral communication skills
- Self-starter with strong work ethic, attention to detail, and the ability to think strategically.
- Demonstrated ability to work as part of a team in a face-paced work environment
- Experience with Salesforce or Raiser's Edge is a plus
- Personal commitment to our mission

Interested applicants please send cover letter and resume to [donna.williams@foundcom.org](mailto:donna.williams@foundcom.org).

*Foundation Communities is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation and gender identity.*