

## **Job Description: Major Gifts Officer**

**Position:** Major Gifts Officer  
**Reports to:** Director of Donor and Community Engagement  
**Status:** Full-time, exempt, salaried

### **Our Organization:**

Chicago Foundation for Women (CFW) is a public foundation working to advance gender equity, which we believe to be inherently interconnected with racial, economic, and health equity. CFW envisions a world in which all women and girls, transgender, and gender nonbinary people have the opportunity to thrive in safe, just, and healthy communities. We celebrate the spectrum of identities and experiences of women and girls, uplift their leadership and center the voices of the community to achieve true equity. To support our philanthropy, the Foundation promotes increased investment in women and girls, raises awareness about their issues and potential, and develops them as leaders and philanthropists. Since 1985, the Foundation has awarded over \$50 million to hundreds of organizations that help achieve its mission of gender equity across the Chicago region.

CFW looks at the broad spectrum of needs of all women. We support the areas of freedom from violence, economic security, and access to health, which we see as integrally related and are paths forward toward an equitable society.

Chicago Foundation for Women is committed to becoming an anti-racist institution. CFW is committed to engaging in continual analysis and essential restructuring to ensure the Foundation's way of being is one that wields shared power and holds itself accountable to racially oppressed groups to achieve its gender equity goal.

### **About the Position:**

Chicago Foundation for Women is celebrating its 40th anniversary this year and is thrilled to introduce the new President and CEO, who aims to significantly enhance the organization's growth.

The Major Gifts Officer (MGO) plays a crucial role in the Development team, focusing on achieving CFW's major gift fundraising and planned giving program initiatives. Reporting to the Director of Donor and Community Engagement, the MGO will be responsible for identifying and cultivating relationships with prospective major donors and planned giving donors. This includes conducting prospect research and developing effective solicitation strategies, and stewarding donors throughout the major giving process. Additionally, the MGO will collaborate with our board members and senior leadership to coordinate and execute long-term fundraising initiatives and strategies to advance CFW's mission.

## **Position Breakdown:**

### **Donor Relations Management (60%)**

- Maintain a portfolio of major gift prospects (securing major gifts at the \$10K to \$1M) as well as those donors and prospects that have the capacity to give at a higher level.
- Partner with the Director of Donor and Community Engagement to develop solicitation strategies for donors / prospects in support of the Foundation's annual fund and planned giving goals; ensure strategies are aligned to maximize opportunities with other existing appeals and campaigns.
- Serve as the primary relationship manager for this portfolio of prospects, developing and implementing a written donor strategy and relationship record (using Raisers Edge NXT as the moves management platform) of all interactions.
- Communicate with portfolio through in-person interaction, solicitation, and stewardship meetings, and written strategies; ensure that each major donor and prospect has a clear strategy and timeline for cultivation, solicitation, and stewardship.
- Effectively manage and support the participation of senior leaders, staff, board, and volunteers in fundraising, including cultivation and stewardship of donors to their programs.
- Support the fundraising efforts of the President and CEO, and Director of Donor and Community Engagement in securing new and renewed gifts.
- Collaborate with staff responsible for gift processing and finance to ensure proper recording, allocation, documentation, acknowledgement, stewardship, and analysis of major gifts and pledges.
- Manage end-of-year appeals ensuring deadlines, fundraising and budget goals are met.
- Work with Director of Marketing and Communications on all print and web-based supporting materials for planned giving programs and stewardship programs.
- Provide timely status reports and briefings to the Director of Donor and Community Engagement, and the President and CEO.
- Collaborate with the Manager of Database and Development to screen and prepare profiles of current and prospective donors; establish and refine benchmarks for department research and update processes as needed.
- Ensure proper donor recognition in all publications and oversee accurate donor lists for those publications.

### **Events (30%)**

- Support the execution of Chicago Foundation for Women's Annual Luncheon and other major fundraising events by developing compelling proposals best serving the donor as well as the revenue strategy of the Foundation. Work closely with the development team to determine appropriate sponsor benefits and monitor the receipt of benefits.

- Interface and work professionally with a diverse community of stakeholders, contributors, partners, and staff.

#### **Other (10%)**

- Attend and actively participate in required educational programs, and departmental and staff meetings.
- Protect CFW's value by keeping information confidential.
- Update knowledge by participating in educational opportunities; maintaining networks; participating in professional organizations.
- Perform other duties as assigned by supervisor.

#### **Work Environment**

- This position requires attendance during business hours - 9:00am to 5:00pm, Monday through Friday with two remote workdays.
- Occasional night and weekend hours are required to attend and assist Foundation events or donor meetings/events.
- This position operates primarily in an office environment that is accessible. Some work at off-site locations may be required and those may not necessarily be fully accessible.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, and filing cabinets.
- The employee may be asked to lift and/or move objects up to 25 pounds.
- Travel between the primary office and other locations may be required.
- Workplace is a smoke- and drug-free environment.
- CFW is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. CFW does not discriminate against any individual with respect to the terms and conditions of employment based on that individual's race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. CFW is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.

#### **Qualifications**

- Minimum 3 years of experience in major gifts and planned giving, including the design, development, and implementation of a major gifts program, with a proven record of successfully closing gifts.
- Experience using a donor database, prospect research and other wealth screening tools to support moves management process.
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and key stakeholders and build long-term relationships.

- Exceptional planning skills: goals, results and detail-oriented with the ability to set and meet deadlines.
- Understanding fundraising best practices, and donor prospect research and strategy.
- Ability to manage confidential matters with utmost integrity.
- Proficient with Microsoft Office Suite and Raiser's Edge, preferred.
- Passion for CFW's mission.

**Compensation:**

CFW offers a competitive compensation package for all positions. Comprehensive benefits package includes medical, dental, vision, life, short and long-term disability insurance, long-term care insurance, and 403 (b) plan with an employer nonelective contribution of 3%. CFW provides the following in paid time off: Ten vacation days, twelve sick days, three personal days, two floating holidays, twelve organizational holidays, and two remote days per week. CFW also has paid leave and sabbatical policies and offers professional development/membership opportunities. The salary will be commensurate with candidate experience, the salary range is \$85,000- \$90,000.

**Application Process:**

Interested applicants should email a cover letter articulating how their skills and experience meet the responsibilities noted above with a resume and a writing sample to [careers@cfw.org](mailto:careers@cfw.org).

- Subject line should read: Your Name + Major Gifts Officer
- No phone calls please

CFW seeks to fill this position as soon as possible and will work actively to build a diverse pool of candidates.