



# Sunnyvale Community Services

Preventing Homelessness and Hunger in Our Local Community

## Major Gifts Officer

Sunnyvale Community Services (SCS) is looking for an experienced Major Gifts Officer who will be responsible for identifying, cultivating, and soliciting major gifts of \$25,000 and above. The ideal Major Gifts Officer has experience developing relationships and a passion for community services and is a strong team player with SCS staff and volunteers. This is a full-time exempt position that reports to the Director of Development.

### QUALITIES & CHARACTERISTICS

- An appreciation of, sensitivity to, and respect for a diverse environment
- Inclusive of volunteers, donors, and staff of varying social, economic, cultural, ideological, and ethnic backgrounds

### DUTIES & RESPONSIBILITIES

- Serve as a primary donor relationship manager with a prospect portfolio of 75 – 100 individuals with a perceived giving capacity of \$25,000+ with an annual goal of \$1,000,000+
- Identify, cultivate, solicit, and steward prospects and donors to raise funds for projects/programs for SCS
- Conduct research to identify prospects and track prospects and donors in LiveImpact
- Communicate with departments across the organization regarding fulfilling donor requirements
- Work with the Director of Research and the Director of Accounting to ensure adherence to gift acceptance, gift counting, and gift processing policies and procedures and to fulfill information requests and maintain reporting accuracy
- Work with the SCS staff and board leadership on prospect identification and determining capacity of donors for gift levels
- Provide professional, quality customer service to donors, members, volunteers, staff, and other community contacts
- Prepare reports and data for Executive Director and Board on fundraising results compared to metrics and budget

- Maintain all relevant data in LiveImpact database including donor meetings, correspondence, actions, etc.

## **QUALIFICATIONS**

- Commitment to the mission, vision, and values of Sunnyvale Community Services
- Bachelor's degree from an accredited institution required, Certified Fund Raising Executive (CFRE) desirable
- Minimum of five – seven years of demonstrated high-level experience in major gift portfolio management with a non-profit organization
- Experience and familiarity with advancing donors to a major gift level of \$25,000 and above, understanding of planned giving, grant writing, and annual giving
- Proven track record of effectively identifying, cultivating, soliciting, and stewarding major gifts (\$25,000+) from individuals, corporations, and private foundations
- Experience with managing a database for donor pipeline development. SCS has LiveImpact
- Excellent interpersonal, verbal, and written communication skills, with a high level of proficiency in the use of standard information technology including Microsoft Suite and web browsers.
- Experience in developing successful plans, managing budgets, and achieving goals on schedule
- Strong organizational skills with the ability to track and follow up with multiple, simultaneous projects

## **PHYSICAL REQUIREMENTS**

- COVID-19 vaccinated and fully boosted
- Able to travel and attend local meetings in the South Bay area and Peninsula
- Ability to work on-site in office environment
- Able to stand, sit, and use a computer

## **HOW TO APPLY**

Please submit a resume and cover letter to [jobs@svcommunityservices.org](mailto:jobs@svcommunityservices.org).

Sunnyvale Community Services is an equal opportunity and inclusive employer and is committed to

providing an inclusive and welcoming environment for all members of our staff, volunteers, contractors, vendors, and clients. SCS does not discriminate in employment based on race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factors.