

POSITION: Major Gifts Manager
FTE/FLSA: 1 FTE (40 hours/week) / Exempt
SALARY: Grade 107 (\$53,423 - \$66,779)
LOCATION: 3003 S. Country Club Road

SCHEDULE: M-F business hours
REPORTS TO: Chief Development Officer

Function: Under limited supervision, the Major Gifts Officer is responsible for cultivating and practicing moves management with existing donors, as well as identifying and acquiring new major donors from external referrals. Additionally, the incumbent has responsibility for increasing existing donors giving levels, and coordinating comprehensive individual donor recognition.

Duties and Responsibilities:

- Develop and implement strategies for securing financial support from major donor prospects, including the identification, qualification, cultivation, solicitation and stewardship of major donors and family foundations to further the mission of CFB.
- Participate in outreach activities associated with special events including public speaking, community communications, and other innovative methods as appropriate.
- Maintain broad knowledge and understanding of fund development operations.
- Perform other duties as assigned.

Knowledge, Skills and Abilities:

Minimum Qualifications:

- Bachelors' Degree in a related field. Relevant experience may substitute for a degree.
- Minimum 5 years' experience in a fund development role.
- Demonstrated track record of reaching fundraising goals of at least \$3 million.
- Ability to travel within CFB's service area up to 25% of the time.
- A current and valid Arizona Driver License and good driving record.

Preferred Qualifications

- Experience working special events.
- Proficiency in Microsoft Office; experience with Raisers Edge.

Physical Requirements:

- Light work involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. If someone can do light work, we determine that he or she can also do sedentary work, unless there are additional limiting factors such as loss of fine dexterity or inability to sit for long periods of time.

Expectation:

CFBSA is committed to providing employees with an environment in which the **Core Values** of *Respect, Integrity, Accountability, Collaboration, Excellence, Innovation, and Social Justice* are supported and encouraged.

CFBSA works diligently to maintain a culture of fairness, responsibility, trustworthiness and teamwork to advance our mission: *We change lives in the communities we serve by feeding the hungry today and building a healthy, hunger-free tomorrow.*

The Community Food Bank is a drug and tobacco free work environment.

Community Food Bank is committed to having a workforce that reflects diversity at all levels and is an equal opportunity employer. Qualified applicants are considered for employment, and employees are treated during employment without regard to race, color, religion, national origin, citizenship, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, or any other characteristic protected under applicable law.

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

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General Sign-off:

I understand that I am expected to adhere to all company policies and to act as a role model regarding all policies and CFBSA Core Values.

I have reviewed this job description and I understand this explanation, and I am able to fulfill the requirements of this position.

Read and Accepted By: _____

Date Signed: _____

Apply at: <https://www.communityfoodbank.org/about-us/opportunities/>