



OPENING FOR: MAJOR GIFTS AND PLANNED GIVING OFFICER

WAGE AND HOUR JOB TYPE: FULL-TIME/EXEMPT

DEPARTMENT: DEVELOPMENT

PAY RANGE: \$90,000 - \$105,000 DOE

TO APPLY: Send Resume to RANDYW@HABITATTUCSON.ORG

WHAT YOU CAN EXPECT TO WORK ON:

As a key partner with the CEO in defining and ensuring mission success, the Major Gifts and Planned Giving Officer is responsible for supporting the organization's development initiatives, including cultivation, solicitation and stewardship of individual major donors, as well as developing great relationships with our supporters.

This position directs and executes the organization's efforts to identify, cultivate and solicit major and planned gifts furthering Habitat for Humanity Tucson's philanthropic support in alignment with the Strategic Plan. The candidate will advance the mission of Habitat for Humanity Tucson by creating relationships with high-wealth donors.

To be successful in this role the candidate should have a passion for the mission of Habitat, enjoy engaging with donors of all types, be a great listener, creative and able to follow-up consistently to close gifts. A proven history of operating with the highest integrity, as an innovative problem solver and strategic thinker are essential.

OUR MISSION... AND HOW YOU FIT INTO IT

Creating a more compassionate and just world, Habitat for Humanity Tucson brings people together to build homes, communities, and hope. Your role is to make the people in the Tucson community aware of Habitat for Humanity Tucson, our goal to make neighborhoods collaborative and safe, and to carry out a comprehensive and diverse community presence strategy of community awareness, stakeholder growth, and community activities. Your work will reflect the integration of the following:

Job Duties Include:

- Build and carry an active portfolio of 200+ donors and prospective donors.
- Engage in qualification, strategy development, relationship building and closing of major and planned gift(s).
- Within 18 months of start date, consistently secure \$1,000,000+ giving per year.
- Participate in goal setting, proposal preparation, strategy development, engagement and stewardship plans as required for donors in the portfolio.
- Meet with new and existing donors on a regular basis (at least 3-5 per week).
- Identify, cultivate, solicit, retain and steward donors new and existing donors within assigned portfolio.
- Successfully and consistently deliver funding proposals to prospective and current donors.
- Effectively communicate and collaborate with leadership team and programmatic staff to develop funding opportunities and reach goals.
- Maintain appropriate electronic documentation on a timely basis, including engagement activities, proposal tracking, contact reports, donor strategies, and forecasting.
- Record timely reports, letters, proposals,
- or gift agreements following a donor contact.
- Work collaboratively, proactively, and in a professional, service-oriented manner with all staff and volunteers to further the development goals of Habitat for Humanity Tucson.
- Partner with CEO to ensure timely and compelling communication with major donors.
- Working in conjunction with marketing and communications staff, initiate and oversee the development of proposals and written material in support of specific major gift and planned giving fundraising initiatives.
- Build credibility, connection and compelling opportunity for community stakeholders.
- Focus on growing, stewarding and tracking planned and legacy gifts.
- Serve as a member of the overall philanthropy team by collaborating with colleagues across disciplines on donor strategies
- Complete and file timely reports. Maintains accurate and relevant records in the database.

Education and Experience

- Bachelor's degree required, Master's degree preferred
- Certified Fundraising Executive (CFRE) preferred
- A minimum of three to five years of successful major gift experience and proven track record of growth in major and planned gift success in a non-profit.

Talents we need:

- Superb listening and relationship building skills.
- High degree of emotional intelligence. Demonstrated ability to show tenacity. Proven ability to drive results. Highly effective communication skills (written, verbal, interpersonal).
- Ability to think strategically and creatively and work well under pressure, with strong project management skills.
- Ability to use discretion and maintain integrity and professionalism.

- Demonstrate energy and passion for Habitat’s mission and values in all aspects of the job.
- Able to work independently without close oversight; self-motivated, creative, and flexible with the ability to plan, prepare, pivot, execute and follow up.
- Exhibit qualities valued in a collaborative work environment characterized by a growth mindset: integrity, trustworthiness, creativity, persistence, and compassion.
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- Knowledge of and comfort with technology, including familiarity with computer- based fund-raising support systems, databases, and CRM systems.

Other Necessities:

Valid Arizona Driver’s License with clean driving record

Travel: Within the Tucson and surrounding area and occasional overnight stays for conferences or Habitat International meetings

Working hours: The position is regarded as full time (40 hours a week). Work is usually performed Monday through Friday between 8am and 5pm. Additional hours may be required to perform the job and may include some evenings and/ or weekends.

Hybrid work model: (minimum 3 days/week at a Habitat location, with ability to work from home the other days) During the first 6-9 months of employment additional days in the office will be required to build critical interpersonal connections and strengthen the communications team’s vision, strategy, and cohesiveness.