



## HUNGER TASK FORCE, INC. POSITION DESCRIPTION

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**Position Title: Major Gifts Officer**

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**Department: Development**

**Reports To: Development Director**

**FLSA Status: Exempt**

**General Function:** The general function of the Major Gifts Officer is to grow, develop and steward Hunger Task Force's individual donor revenue. This position also supports agency events and key development activities.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Manage a portfolio of major individual donors to maintain and increase their giving through stewardship and structured Moves Management strategies.
- Solicit and secure major gifts for the annual campaign, capital campaigns, new programs, the Endowment to End Hunger, planned gifts and urgent agency needs.
- Establish donor portfolio target goals to measurably increase individual and agency revenue by identifying, soliciting and cultivating new individual donors and major gifts through prospect research, face-to-face meetings and tours, presentations and community events.
- Collaborates with the Grants & Prospect Development Manager to integrate prospect research and donor dossiers into solicitation and donor identification strategies.
- Diversify donor giving to align donor interest with specific Hunger Task Force programming as well as giving mechanism, including online giving, recurring giving, advised fund giving, major gift opportunities and others.
- Perform excellent donor stewardship through timely gift acknowledgement, donor recognition, and by engaging individual donors in agency events and activities.
- Document donor actions, meetings, calls, Moves Management contacts and plans in the Raiser's Edge database to ensure effective and accurate reporting.
- Maintain and sustain the Planned Giving initiatives and communicate various giving options and strategies to donors. Increase membership in Legacy Society to secure future commitments.

- Work collaboratively within the Development Department and Communications & Marketing Department to ensure cohesive implementation of annual giving plan with fundraising activities, agency events, collateral development and marketing strategies.
- Compile comprehensive donor updates to the Director of Development to be shared with the Management Team and Board of Directors. Highlight key achievements, ongoing initiatives, and future opportunities to foster strategic planning.
- Coordinate participation of the CEO, CSO, Board of Directors, development staff members as needed in advance of donor visits when appropriate.
- Support events, programs and key development department fundraising activities.
- Perform other duties as assigned.

### **Supervisory Responsibilities**

This position has no supervisory responsibilities.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Diversity - Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management – Develops project plans; Coordinates projects; Communicated changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills – Assess own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts

success of team above own interests; Supports everyone's efforts to succeed.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Customer Service – Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach

goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Bachelor's degree from four-year College or university; plus five or more years' experience in fundraising, and development, demonstrating the ability to meet fundraising goals.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Certificates, Licenses, Registrations**

Valid Driver's License.

### **Other Skills and Abilities**

- Highly organized with the ability to handle multiple assignments in a fast-paced collaborative, deadline driven environment
- Strong analytical, organization and planning skills
- Excellent communication and interpersonal skills, with an emphasis on stewardship and relationship building
- Ability to work collaboratively and adaptively within a team setting
- Ability to think strategically and prepare easy-to-understand reports from complex data
- Maintain consistent and high-quality performance of work during peak fundraising seasons and periods.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand, walk, and use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to fifty pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions, moving mechanical parts and outside weather conditions. The noise level in the work environment is usually quiet.

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**Salary Range: \$65,000 - \$90,000 annually**