

JRS/USA Major Gifts Officer

Job Description

Jesuit Refugee Service/USA

The mission of Jesuit Refugee Service/USA (JRS/USA) is to accompany, serve, and advocate for refugees and forcibly displaced persons. JRS works in more than 45 countries worldwide to meet the educational, health, psycho-social and emergency needs of nearly 750,000 refugees and other forcibly displaced persons regardless of race, ethnic origin or religious beliefs.

Job Description

JRS/USA is seeking an experienced professional to join its Development Team as a Major Gifts Officer reporting to the Director of Development. Working closely with the Development Team, the Major Gifts Officer is responsible for planning, coordinating and implementing a major donor program to meet the overall major gifts fundraising goals of JRS/USA, including the Global Education Initiative Capital Campaign. The Major Gifts Officer is responsible for direct solicitation of gifts and for managing a portfolio of major gift prospects as well as creating and enhancing relationships with current and prospective donors.

Today there are more than 65 million refugees and internally displaced people worldwide, the highest level ever recorded. In response to the expanding refugee crisis, JRS launched the Global Education Initiative Capital Campaign in 2015 to double the number of refugees served in our education projects by the year 2020. The Campaign goal is to raise \$5M for this effort over 5 years. In the first year of this initiative, \$2.5M has been raised.

General Responsibilities

- Works with the Director of Development to plan and execute strategic major gift fundraising initiatives for unrestricted and program-designated giving, as well as for the Global Education Initiative Capital Campaign.
- Conducts donor and prospect analysis, particularly through review of the JRS database Wealth Screening results, to determine donor capacity, inclination and affinity.
- Creates a master "To Ask List" from internal and external sources.
- Manages a portfolio of 150+ active prospects and donors, including donor visits to confirm a new, sustained, or increased charitable gift.
- Sets up peer review sessions with staff, board and volunteer leadership to rate prospects.
- Develops donor recognition levels and recognition opportunities.
- Identifies, qualifies, cultivates, and solicits outright gift prospects.
- Creates, inspires, and maintains donor loyalty, interest and enthusiasm through stewardship, communication and activities designed to express recognition, appreciation and impact of their gifts.
- Reports, on a timely basis, the "moves management" progress toward achieving weekly, monthly, and annual objectives.
- Supports the direct fundraising efforts of the Executive Director, Director of Mission and other key JRS/USA representatives.

- Achieves quantifiable individual goals and participates in helping JRS/USA meet fundraising goals for unrestricted and restricted support.
- Works closely with the volunteer leadership of the Global Education Initiative on strategy and implementation of fundraising plans.
- Works with the Communications team to update Campaign website, produce Campaign materials, ensure appropriate major donor recognition in Annual Report, and prepare written funding proposals and reports.
- Works closely with JRS/USA Programs team to understand status of donor funded projects and accurately communicates reports to donors.
- Attends local, regional, and national JRS/USA-sponsored functions.
- Performs other duties as requested by the Director of Development to meet the priorities and mission of JRS/USA.

Qualifications

- Bachelor's Degree. Masters preferred.
- Eight to ten years of Advancement experience with an emphasis on major gift acquisition and capital campaigns or comparable professional experience.
- Excellent interpersonal, verbal, written, analytical and organizational skills.
- The ability to develop and cultivate on an ongoing basis positive relationships with colleagues, donors and prospective donors.
- Excellent computer skills, including Microsoft Office and advancement software. Blackbaud E-Tapestry or Raiser's Edge a plus.

Please submit resume and cover letter (with salary requirements) to Latisa Gaymon at lgaymon@jesuits.org by April 14.