



Major Gifts Manager

Full time / Exempt

Reports to Executive Director

Revised: 5/18

Summary

Under the supervision of the Executive Director, The Major Gifts Manager is responsible for actively seeking new funding opportunities while developing strategies for increasing a broader base of donors to support the organization. This position is responsible for the cultivation, solicitation, and stewardship of major donor prospects, inclusive of corporate, individual and foundation sources. The Major Gifts Manager will cultivate donors making major gifts above \$2,500. The Officer will also be responsible for planning and executing proven engagement strategies that result in both donor retention and increased giving. This position will build a prospect base and assume responsibility for a fundraising goal.

Development and Fundraising

- Plan annual goals and strategies for individual and corporate giving with a focus on building a portfolio of major donors.
- Identify funding sources and pursue them in keeping with the strategic plan.
- Manage major donor program focused on raising and increasing gifts of \$2,500 to \$50,000 including making phone calls, conducting face-to-face meetings and using other touch points to secure donations.
- Routinely engage board members, organization executives and current donors in peer-prospect identification, visits, and closings.
- Work collaboratively with the Donor Relations Manager to create and implement effective stewardship and ongoing communications to major gift donors and prospects.
- Generate pipeline of new donor prospects for Corporate Giving
- Manage sponsorship solicitation for annual Spring Benefit.
- Analyze donor metrics and outcomes of different individual funding streams and adapt fundraising strategy as necessary.
- Achieve development goals in alignment with the strategic plan.
- Develop and maintain relationships with funders, YouthBuild USA, other agencies, partners, local politicians, and other supporters of YouthBuild.
- Develop fundraising budget for approval by Executive Director and the Board.
- Identify any spending outside the fundraising budget for subsequent Board approval.

Programming Responsibilities

- Keep abreast of program initiatives, policies, procedures, and outcomes.
- Develop a relationship with the young people and the Youth Policy Council.

- Help develop leadership and job readiness skills through opportunities to engage young adults planning, coordinating and participating in events.
- Collaborate with program staff to foster Corporate donor relationships into employer and volunteer opportunities
- Assist in all aspects of agency programming as needed.

Other Responsibilities

- Adhere to the highest standards concerning student and donor confidentiality and individual respect
- Collaborate with all staff to achieve or exceed program goals and outcomes
- General administrative tasks including filing, printing, faxing, data entry, etc.
- Valid state driver's license and good driving record
- Transport students for training and events as needed
- Represent YBLC in a professional manner at all times
- Serve as a member of the YBLC staff team by sharing ideas and concerns regarding member success and program quality
- Work in harmony with all YBLC staff, volunteers, contractors, and community partners
- Attend staff training and meetings
- Support agency as needed: donor events, mentoring students, Service Events, Mental Toughness, etc.
- Perform other duties as assigned