



Project Success Job Opening

Major Gifts Officer

Project Success is seeking a Major Gifts Officer to join our team. Project Success is a youth development nonprofit organization that helps students connect to their purpose. We work with more than 16,000 6th-12th grade students and their families in the Minneapolis School District and have more than 100,000 alumni around the world. Project Success currently has a nearly \$5 million budget and is growing. Learn more at projectsuccess.org.

The Major Gifts Officer is responsible for significantly growing and expanding the portfolio of leadership level annual and major donors, working with donors to achieve their philanthropic objectives, and meet the needs of Project Success. The Major Gifts Officer will report directly to the Executive Director. The Major Gifts Officer will cultivate, solicit, and steward a portfolio of individual major donor prospects in coordination with institutional giving activities of the Senior Director of Advancement and communications and messaging strategies of the communications team.

As the organization concludes a programmatic expansion campaign, this position will work with individual campaign donors to steward their most recent campaign gift and transition to higher level of annual support for ongoing activities. They will also work on identifying and cultivating new donors. The Major Gifts Officer will work with the Executive Director and members of the Board of Directors to create individual engagement and solicitation strategies that increase the organization's philanthropic and in-kind support from major gift individual and family foundation prospects.

Core Responsibilities

- **Solicitation Planning and Execution:** Work with the Executive Director to prepare and manage the annual plan for growing support from major-gift potential individuals each year to meet the contributed income (cash and in-kind) needs of the organization's annual operating budget, coordinating donor activities with institutional giving activities of the Senior Director of Advancement. Develop individual engagement and solicitation plans and materials for all donors and prospects within portfolio. Write and present proposals for donor consideration.
- **Donor Stewardship:** Develop a strong donor stewardship plan. Maintain and strengthen relationships with current donors through donor acknowledgement, recognition, and reporting.
- **Coordination with Overall Advancement Efforts:** Work with the Executive Director, Board, and staff to lead efforts in identifying, cultivating, securing, and stewarding individual donors and prospects with major gift potential to meet and exceed general operating and program budget goals. Work with Development and Communications team to plan and participate in large-scale annual donor events: the Dreams to Action Breakfast and Fielding Dreams each spring. Assist the Development team in writing appeal letters/e-mails, and determining segmentation strategy and messaging.

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- **Development Information Management:** Maintain in a timely fashion through Raiser's Edge, with the assistance of development staff, accurate records of anticipated actions, completed actions, results of constituent contacts, and recommendations or plans for follow-up work.
- **Coordination with Marketing and Communications Efforts:** Support the Project Success brand and work with the Executive Director, Senior Director of Advancement, and communications team to develop and implement strategies and tactics to communicate Project Success mission and impact to donors.
- **Strategic Planning:** Participate in the creation of development and communications plans and strategies for the organization.

Interaction

Interacts with internal staff, board and committee volunteers, consultants, vendors, donors, students, parents, partners and friends of the organization. Frequent team planning with Executive Director and Senior Director of Advancement. Frequent interaction with key members of the Development Committee. Frequent interaction with donors and friends of Project Success. Must be able to communicate effectively with individuals at one-on-one meetings, large and small events, on the phone, and through written communications.

Minimum Qualifications

- A Bachelor's degree in an appropriate area of specialization, such as development, individual/organizational giving, major gifts, annual funds and campaigns, events, public relations, and marketing, **and/or** seven years of equivalent career experience
- Successful track record of personally identifying, cultivating and soliciting diverse constituents including individual donors, corporations and foundations
- Demonstrated success in developing creative and compelling donor communications strategies
- Excellent oral and written communication skills with the ability to hold people's attention when telling a story in a concise and persuasive fashion
- High level of cultural competency and experience engaging with individuals from a wide variety of backgrounds
- Strong knowledge of principles, ethics, and practices of effective fundraising
- Knowledgeable about the local and national funding community; Twin Cities and regional relationships are helpful
- Experience with Raiser's Edge or comparable donor data management system
- Ability to routinely handle objects weighing up to 25 lbs. and on occasion may be expected to lift objects weighing up to 50 lbs.
- Travel required (25%), primarily local

Ideal Traits

- A passionate commitment to the Project Success mission

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- Vision to can create excitement and energy around Project Success' programs and encourage others to support the organization
- High level of discretion and confidentiality when it comes to donor relations
- Persuasive, persistent, and determined in the pursuit of the organization's fundraising goals
- Straightforward, self-motivated, and diplomatic – sharing information readily, listening as well as giving advice and respecting the abilities of others
- A team player with strong collaborative skills and the ability to work in a way that engenders loyalty and mutual respect
- A strategist who is adept at planning, prioritizing, multi-tasking, organizing and following through while remaining highly energetic, focused and adaptable
- Highly entrepreneurial, resourceful, and flexible

Position Details

This position is a full-time, salaried exempt position. Flexibility available for remote work.

The compensation package includes the following:

- Competitive Salary and Performance Package, commensurate with experience
- Generous paid time off, including PTO days, sick days, and paid holidays
- Excellent Health Insurance (*PS pays 100% of the monthly premium rate*)
- Dental, Short-Term Disability, and Life Insurance (*PS pays 100% of the monthly premium rate*)
- SIMPLE IRA retirement plan with match
- Free parking at the PS office in lot and on adjacent streets

To Apply

Please email the following to caitlind@projectsuccess.org, addressed to Adrienne Diercks, Executive Director:

- Resume
- Cover Letter
- References
- Salary requirements
- Where you heard about us and/or found the job posting

To learn more, visit: https://www.projectsuccess.org/news_events/job_openings/

Project Success is dedicated to building a diverse and inclusive team. We strongly encourage candidates from a wide variety of backgrounds and experience levels to apply!