



Major Gifts Officer

I. Overview:

Category	Information
Job Title	Major Gifts Officer
Division	Resource Development
Status	Non-Exempt
Supervisor	Vice President, Resource Development
Hours	40 hours, M-F, some evenings and weekends

- II. **Who we are:** Many Mansions, a services-enriched affordable housing provider.

At Many Mansions we believe that everyone deserves a place to call home. We strive to provide affordable, quality, services-enriched housing for persons who have suffered homelessness and those of very low income in Ventura and Los Angeles Counties. Many Mansions currently houses and serves 1,500 adults and children. To meet the need in the community, Many Mansions is embarking on a bold growth plan and is expected to double the number of people being served within the next five years. The planned expansion will demand enhanced programs, community support, and funding.

Benefits: We offer an extensive benefits package that includes health insurance, a matched 403B retirement savings plan, 13 paid holidays, 16 PTO days, a birthday holiday, and more.

III. Description (brief)

In collaboration with the Vice President, Resource Development, the Major Gifts Officer will be responsible to achieve and exceed budgeted fundraising goals that are set monthly and annually by identifying, cultivating, soliciting, and stewarding major gifts donors. The Major Gifts Officer will build and manage a portfolio of 100 high wealth prospects and donors, as well as assist with the planning and implementation of a comprehensive major gift strategy. This is a front-line fundraising role with a special focus on attracting new donors.

Updated: 9/22

This is a hybrid (remote/in person) position. The organization’s headquarters are in Thousand Oaks with additional offices located in other parts of Ventura and Los Angeles Counties.

IV. Essential Duties & Responsibilities:

To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The duties of this role include, but are not limited to, the following:

No.	Essential Job Duties & Responsibility
1	Secure Major Gifts. Build and manage a portfolio of 100 major gift prospects and donors through the entire cycle of development – from research and identification through cultivation, solicitation, and warm stewardship.
2	Conduct personal visits with major donors and prospects, scheduling 8-10 significant visits monthly for the purpose of research, cultivation, solicitation, and stewardship. Maintain an annual “top 25” pool of prospective major gift donors who will be solicited in the next 12-18 month period.
3	To solicit and close gifts, develop compelling engagement strategies that identify financial capability, interests, giving history, and points of engagement with Many Mansions’ mission and programs. Assist with the planning and implementation of a comprehensive major gift strategy.
4	Assist in planning and implementing special campaigns, including program and event campaigns, naming and program sponsorship opportunities, and campaigns related to new construction projects.
5	Prepare written proposals, gift agreements, funder pitches, correspondences and other materials needed for solicitation, stewardship, and documentation of major gifts.
6	Work to advance knowledge of the organization, its programs, activities, and outcomes. Communicate those to donors and the community in presentations, tours, and individual meetings.
7	Collaborate with appropriate staff on marketing, promotional materials, and other needs for donor recognition, donor engagement, and special campaigns.
8	Effectively utilize Salesforce to maintain records and conduct optimal moves management. Track, evaluate, and present briefs and progress reports.
9	Assist, where directed, in all advancement activities for the division
10	Other duties as assigned

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Required Qualifications

- The Major Gifts Officer will be a mid-level leader with a minimum of a bachelor's degree (or an equivalent work experience) and 3-5 years of experience in fundraising, advancement, or marketing. They will be an engaging, passionate individual, highly motivated to achieve ambitious goals, and with a willingness to go the extra mile in service of our mission.
- A visionary, results-oriented, and relationship-driven person, the Major Gifts Officer must have demonstrated success in nonprofit organizations, with preference given to candidates with a documented record of successfully closing major gifts.
- A collaborative problem solver who brings an entrepreneurial approach to designing personal donor engagement strategies. Innovative, self-motivated, able to manage multiple projects well, working both independently and as a team member
- Exceptional interpersonal, written, and oral communication skills
- Strong organization and time management skills, proven attention to detail and timely follow-through, and the ability to thrive in a fast-paced environment
- Commitment to representing Many Mansions with enthusiasm, warmth, and professionalism
- Passion for and knowledge of issues of affordable housing, homelessness, and social services highly preferred
- Advanced Microsoft Word, Excel, and PowerPoint skills required; strong familiarity with Salesforce or customer relationship management (CRM) systems and procedures preferred.

Compensation: commensurate with experience

Work Environment: This position has a moderate to high stress work environment. The work environment may have time constraints and emotional demands. The corporate culture is friendly and goal oriented. There must be willingness and an ability to work nights and weekends, when needed.

Many Mansions expects employees to respect all whom we meet, act with integrity, honesty, and compassion for others. The organization embraces diversity and works for equity and inclusion across the organization.

Many Mansions is an equal opportunity employer. Selection and employment practices will be based solely on merit and will be without discrimination regardless of race, religion, national origin, ancestry, sexual orientation, gender identification, transgender status, age, physical handicap, mental disability, medical condition, marital status, pregnancy, childbirth and related medical conditions, citizenship, and political affiliation or belief.

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To Apply: Please submit a resume, a short cover letter, an employment application, and a writing sample to Dalit Shlapobersky at dalits@manymansions.org

[Download Employment Application](#)

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