

Major Gifts Officer

Overview:

Work with the National Military Family Association team to create and implement a comprehensive individual fundraising and member development program.

Responsibilities:

Assist the Deputy Director of Development with the daily operational responsibilities of the department:

- Fundraise against target goals for individual giving
- Serve as primary staff lead for the management of ongoing cultivation and stewardship of individual donors
- Identify untapped funding opportunities and provide ongoing stewardship of high value donors
- Engage in qualification, strategy, relationship building and closing of individual gifts
- Draft donor spotlights, donor press releases, and content for Association publications
- Solicit individual donor sponsors to fulfill event fundraising goals
- Assist in developing and supporting a major donor a communications plan

Qualifications:

- 4+ years fundraising, individual donor relationships, and donor stewardship experience
- Excellent writing and communications skills
- Detail oriented
- Experience in stewardship of donors
- Ability to adapt quickly in a fast-paced, dynamic environment
- Bachelor's degree preferred

Compensation:

Exempt. Annual salary; leave and personal days and holidays in accordance with the Personnel Handbook; medical benefits; paid Short Term Disability Insurance; option to participate in payroll Flexible Spending Account (FSA) as well as Long Term Disability and Accident Insurance; limited matching 403(b) retirement plan available; free parking.

To Apply: Please send a resume and cover letter with salary requirements to r@militaryfamily.org.