



JOB DESCRIPTION
www.habitatmetrodenver.org

Title: Major Gifts Officer	Employment Status: Full-time
Department: Development & Communications	FLSA Status: Exempt
Reports to: Chief Development Officer	Supervises: Volunteers

February 2023

Who You Are:

You're someone who loves to create meaningful connections with people, and you are passionate about telling impactful stories. You love wearing many hats as you move between emails, calls and visits with donors. You can draft a heartfelt email, and write great copy for an acknowledgement letter. In short, you love to be the out-the door representative for an impactful organization that is changing lives.

You are a naturally persuasive person who can "read a room", overcome obstacles, and lead donors to faithfully commit to a cause. People often comment that you seem to know lots of different people in our community, produce high-quality work consistently, and embrace challenges. You love juggling complex tasks simultaneously, creating authentic "win-win" scenarios, and seeing projects to fruition!

You're looking for a new position where you can make a difference in your life, the lives of others, and the world. In return, you seek an organization that appreciates your individuality and supports you as a member of a diverse and talented team. You know in your heart it's time to find an opportunity to be part of something larger – something more impactful. If this sounds like you, please allow us to introduce ourselves.

Who We Are:

Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to put God's love into action by bringing people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy, and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all. To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families.

Habitat Metro Denver is also an advocate for policies that create and preserve affordable housing. We work in neighborhoods across five counties in Metro Denver to not only build, renovate and sell new homes, but also to do critical home repairs to help families stay in their homes longer. Throughout our 43-year history, Habitat Metro Denver has served more than 2,500 households and is the 8th largest producer in the Habitat U.S. network.

How We Succeed Together:

Habitat Metro Denver's **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.



Solid Foundations - Our mission is at the heart of everything we do. We are passionate about our work, our teams, and our relationships.

Innovative Design - We are curious. We embrace change. We take risks and initiative to address a complex social issue – housing. We exemplify grit and determination in our relentless pursuit to ensure everyone has a safe and affordable place to call home.

Open Doors - We welcome everyone. We aspire to be an inclusive organization that celebrates one humanity – where equity, diversity and inclusion are at the core of every facet of our work.

Clear Windows - We approach everyone with kindness, clarity, and transparency. We champion authenticity, illuminate our strengths, and hold ourselves and others accountable.

Supportive Structures - We have each other's backs. We collaborate. Becoming better at what we do takes all of us. By building homes and life-changing careers, we make a transformational difference in our lives and the lives of others.

GENERAL DESCRIPTION:

As a member of a collaborative development team, the Major Gifts Officer is responsible for supporting the organization's development initiatives, including cultivation, solicitation and stewardship of individual donors, as well as developing great relationships with our supporters.

The Major Gifts Officer raises philanthropic support for Habitat for Humanity of Metro Denver, focusing on individual donors soliciting gifts of \$50,000 - \$500,000+ plus annually.

You will consistently and effectively advance Habitat Metro Denver's mission to build homes, communities, and hope by creating relationships with key high-wealth donors. To be successful in this role you will be friendly, enjoy engaging with donors, a great listener, creative and able to follow-up consistently to close gifts. You operate with the highest integrity, and are an innovative problem solver and strategic thinker.

The following reflects the organization's definition of essential functions for the job but does not restrict the tasks that may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

CORE RESPONSIBILITIES:

- Build and carry an active portfolio of 100 – 150 donors and prospective donors.
- Engage in qualification, strategy development, relationship building and closing of major gift(s) at \$50,000 - \$500,000+.
- Within 18 months of start date, consistently produce \$1,000,000+ per year.
- Participate in goal setting, proposal preparation, strategy development, and stewardship as required for donors in the portfolio.
- Successfully and consistently deliver funding proposals to prospective and current donors.
- Effectively communicate and collaborate with leadership team and programmatic staff to develop funding opportunities and reach campaign goals.
- Maintain appropriate electronic documentation on a timely basis, including engagement activities, proposal tracking, contact reports, donor strategies, and forecasting.
- Record timely reports, letters, proposals, or gift agreements following a donor contact.
- Work collaboratively, proactively, and in a professional, service-oriented manner with all development officers to further the development goals of Habitat for Humanity of Metro Denver.

KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated ability to execute successful full-cycle donor strategy.
- High degree of emotional intelligence. Demonstrated ability to show tenacity. Proven ability to drive results. Highly effective communication skills (written, verbal, interpersonal).
- Ability to think strategically and creatively and work well under pressure, with strong project management skills.
- Ability to use discretion and maintain integrity and professionalism.
- Demonstrate energy and passion for Habitat's mission and values in all aspects of the job.
- Able to work independently without close oversight; self-motivated, creative, and flexible with the ability to plan, prepare, pivot, execute and follow up.
- Exhibit qualities valued in a collaborative work environment characterized by a growth mindset: integrity, trustworthiness, creativity, persistence, and compassion.
- Relevant education and experience may be substituted as appropriate.
- Campaign experience and experience with fundraising in a non-profit environment is preferred. Familiarity with affordable housing is a plus.

EXPERIENCE:

- 5+ years of experience in major donor fundraising, individual donors, and campaigns with a proven history of meeting fundraising goals.
- Lived experience and/or structured education in public relations, communication, marketing, or a similar field could be beneficial in this role.
- Demonstrated ability to work successfully with and respect the confidentiality of information pertaining to a wide variety of constituents including donors, board members, volunteers, and colleagues.
- Proficiency with Microsoft Office required, and Raiser's Edge NxT preferred.

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Hybrid work model (minimum 2 days/week at a Habitat location, with ability to work from home the other days) *During the first 6-9 months of employment additional days in the office will be required to build critical interpersonal connections and strengthen the communications team's vision, strategy, and cohesiveness.*
- **Proof of COVID-19 vaccination is required for employment.** *Habitat for Humanity of Metro Denver requires employees to be fully vaccinated against COVID-19, where allowable under the law, unless they are approved for a reasonable accommodation based on disability, medical condition, or religious belief that prevents them from being vaccinated.*

WORK ENVIRONMENT & CONDITIONS:

- Flexible schedule including early mornings, late nights, and weekends as required for special fundraising events as needed.
- Ability to travel to and from meetings and appointments in locations and times when public transportation is unavailable.
- A Motor Vehicle Report (MVR) will be run for insurance purposes.
- Valid driver's license and ability to be insured under the company's insurance policy is a prerequisite.

The annual starting salary range for this position is \$68,500 - \$77,000, with consideration given for applicable education and experience above the minimum requirements.

Benefits available include medical, dental and vision insurance options; 401k savings match; paid Life Insurance and AD&D policy; Short and Long-Term Disability Insurance; Paid Time Off for vacation, sick, holidays, floating holidays, Healthy Families Workplace Act (HFWA) Leave; Parental Leave and paid time to volunteer.

Please apply through the following link:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=17514&clientkey=9F05EDCA5A4F338D08503989FA9B94C0>



At Habitat for Humanity of Metro Denver, we value diversity and strive to ensure that our practices and policies are equitable and inclusive. We do not tolerate harassment or discrimination of any kind. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), sex, sexual orientation (including transgender status and gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), marital status, race, national origin (including ancestry), disability, creed, religion, genetic information, HIV status, military or veteran status, or any other status protected by federal, state, or local laws. Habitat Metro Denver is dedicated to the fulfillment of this policy in all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, dismissal, and all other terms, conditions, and privileges of employment.

