



5049 E. Broadway Blvd., Suite 201, Tucson, AZ 85711
Office 520-770-0800 Fax 520-770-1500 cfsaz.org

Position	Major Gifts Officer
Department	Philanthropy
FLSA Status	Full Time, Exempt
Reports To	Vice President for Philanthropy
Location	The position is located in Tucson, Arizona. As a place-based organization, the selected candidate is expected to reside in Southern Arizona.
Organization Profile	<p>Founded in 1980, the Community Foundation for Southern Arizona has supported Southern Arizona with over \$215 million in grants and scholarships, stewarding the philanthropic legacy of our community’s generous donors and increasing the breadth and depth of resources available to nonprofit organizations in our region.</p> <p>The impact we make is a collective one, with funds held by individuals, families, and businesses with unique interests, ideas, and passions. Our work touches every aspect of daily life, including animal welfare, arts and culture, community development, education, environment, health and human services, and more.</p> <p>In addition to the support provided to Southern Arizona nonprofits through donor advised grants and competitive grantmaking, CFSA also partners with nonprofits through its Center for Healthy Nonprofits and offers beautiful and affordable office, meeting, and event space at its centrally located Community Foundation Campus.</p>
Position Purpose & Overview	<p>The Major Gifts Officer is responsible for building development activities and major gifts fundraising at CFSA by cultivating and soliciting prospective donors (individuals, families, foundations, corporations, and donor advised funds).</p> <p>This position will work within the Philanthropy Department to support all fund development and implementation of donor acquisition strategies, as well as ensure long-term engagement through donor stewardship and recognition. This position is also responsible to serve as primary strategist and partner to a portfolio of donors from first contact through legacy giving.</p>
Duties & Responsibilities	<p>DEVELOPMENT ACTIVITIES AND MAJOR GIFTS FUNDRAISING</p> <ul style="list-style-type: none"> • Build and sustain a personal portfolio of donors and prospects with significant giving capacity by cultivating existing and new relationships with donors directly and through professional advisor referrals. • Take timely and strategic steps in moving prospects through the major gift cycle of identification, qualification, cultivation, solicitation, and stewardship. • Utilizing data and feedback to refine and evaluate strategies for donor cultivation and engagement, report regularly to the VP for Philanthropy on progress toward goals. • Develop and implement customized engagement plans for donors. Provide prospects and donors with options for philanthropy, responsive to their needs and readiness, including donor-advised funds, designated funds, field of interest impact funds, civic leadership fund, unrestricted funds, administrative endowment, legacy funds, and other fund types and giving vehicles and strategies.

- Support targeted campaigns to raise funds and build out activities to drive support to CFSA's Impact Funds. Manage and lead specific fundraising projects pertaining to areas of focus for the organization.
- Working in conjunction with marketing and communications services staff, initiate and oversee the development of proposals and written material in support of specific major gift fundraising initiatives.
- Strategically leverage events, communication, and other tools to engage and cultivate donors.

KNOWLEDGE AND RELATIONSHIPS

- As a team member and relationship-builder, contribute to making CFSA an incredible place to work and building our culture of inclusion, diversity, equity, access (IDEA), and continuous improvement
- Become a resource for assisting donors with gifts of assets, drawing on expertise at CFSA and CFSA Properties as well as outside expertise as needed.
- Develop and maintain a thorough working knowledge of the organization's vision and philanthropic priorities to effectively present the case to prospects and donors.
- Develop positive working relationships with professional advisors, earn trust for client referrals.
- Recruit, organize, train, and work with volunteers as needed in support of fundraising and closely related activities.
- Serve as a member of the overall philanthropy team by collaborating with colleagues across disciplines on donor strategies.
- Continue to develop professional skills and knowledge of major gifts fundraising, gift planning, gifts of complex assets, endowment fundraising, family foundation conversions, and other relevant areas. Identify and share best practices and innovative ideas from and with community foundation peers and beyond.

ORGANIZATIONAL ADMINISTRATION AND ACTIVITIES

- Develop an annual plan of work with the philanthropic team, including specific fundraising, prospect development, and programmatic goals with an emphasis on achieving established standards and metrics for the position.
- Prepare reports and other required information as requested.
- Complete and file timely reports. Maintains accurate and relevant records in the donor database.
- Attend organizational events, as well as external functions as recommended.
- Implement other specific assignments and projects, as directed.
- Participate in other duties, as assigned.
- Model CFSA's culture with behaviors that support philanthropy, inclusion, and service.
- Occasional evening or weekend availability for donor events and CFSA-sponsored activities is required. Infrequent travel, typically in the Southern Arizona area will be necessary.

<p>Experience, Knowledge, and Skills</p>	<ul style="list-style-type: none"> • Bachelor’s degree and at least a minimum of 3-5 years related work experience including demonstrated ability to promote and successfully solicit and close major gifts; or related experience in marketing, sales, public relations, or related field. • Experience in relationship management, development, donor/partner relations, philanthropy, or related field. • Knowledge of nonprofits in Southern Arizona and proven ability to advise individuals and families on their philanthropic decision making and planning. • Demonstrated knowledge of basic business terminology, financial matters, and the ethical, legal, and tax-related issues regarding the solicitation, transfer, and management of charitable gifts. • Demonstrated ability to influence and engage a wide range of donors and prospects and build long-term relationships. • Knowledge of and comfort with technology, including familiarity with computer-based fund-raising support systems, databases, and CRM systems. • Ability to understand and communicate philanthropy-relevant information related to finance, accounting, and investment strategies to a wide range of audiences, including donors and professional advisors. • Ability to interact well with a diverse range of people. • Strong customer service, teamwork, and collaboration skills. • Strong organizational and time management skills. • Excellent verbal and written communication skills. • Strong collaboration and influencing skills. • Ability to travel locally and to select national conferences. • Commitment to creating an inclusive atmosphere where differences are understood, valued, and respected; an understanding and appreciation of the diversity found within southern Arizona including the ability to work with all individuals regardless of race, color, gender, sexual orientation, sexual identity, age, religion, marital status, disability, national origin, and military status.
<p>Preferred Experience, Knowledge, and Skills</p>	<ul style="list-style-type: none"> • Experience working with or working knowledge of planned giving tools preferred. • Bilingual (Spanish speaking) preferred.
<p>General</p>	<p>We know there are great candidates who will not fit everything we have described above or who have important skills we have not considered. If that’s you, do not hesitate to apply and tell us about yourself.</p> <p>The above statements are intended to describe the general nature and level of work performed by an employee assigned to this job. This is not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel incumbent in this position.</p>
<p>Americans with Disability Specifications</p>	<p><u>Physical Demands</u> The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>While performing the duties of this job, the employee is occasionally required to stand;</p>

	<p>walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.</p> <p><u>Work Environment</u></p> <ul style="list-style-type: none"> • Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. • While performing the duties of this job, the employee is usually not exposed to weather conditions prevalent at the time. • The noise level in the work environment is usually moderate.
Compensation	<p>The salary range for this position is \$90,000-\$97,000, commensurate with experience.</p> <p>CFSA offers full-time employees:</p> <ul style="list-style-type: none"> • 401(k) retirement with employer match. Eligible after 90 days with full vesting, with CFSA contributing 4% of salary immediately and matching up to 4% more after one year, for a total potential match of up to 8% with 4% guaranteed. • Health insurance: CFSA covers 80% of the employee premium and 50% of all dependent coverage costs under the base plan. • Dental and vision insurance: CFSA covers 90% of the employee premium. • Life, accident, death, and disability insurance: CFSA covers 90% of the employee premium. • Long term disability: CFSA covers 90% of the employee premium. • 20 days of paid time off in year one • Paid family leave • Beautiful, modern, art-filled campus and other amenities. • CFSA promotes a flexible work environment that supports a healthy work/life balance and hybrid work options.
How To Apply	<p>Please email your resume and cover letter to Kelly Huber at khuber@cfsaz.org.</p>