

Position	Major Gifts Officer
Department	Philanthropy
FLSA Status	Full Time, Exempt
CFSA Grade	18
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 \$260 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>As a member of the Philanthropy Team, this position supports all CFSA fund development activities, including the implementation of donor acquisition strategies and ongoing donor stewardship and recognition to ensure long-term engagement. This position also serves as primary strategist and partner to a portfolio of donors from first contact through legacy giving.</p>
Duties & Responsibilities	<p>FUNDRAISING AND PHILANTHROPIC ADVISING - 50%</p> <ul style="list-style-type: none"> • Identify, cultivate, solicit, and steward a portfolio of prospects, donors, and financial advisors to ensure personalized outreach. Work with existing donors to grow their current funds and/or create a future fund held at CFSA. • Provide sector knowledge and participate in developing high-quality educational programming for CFSA's donor community. • Develop and implement customized engagement plans for donors. Provide prospects and donors with options for philanthropy that are responsive to their needs and readiness, including information on various fund types and current or planned giving. • Assist in establishing short and long-term donor engagement goals to increase charitable giving among donors. Track and measure donor

	<p>engagement activities and their outcomes.</p> <ul style="list-style-type: none"> • Support targeted campaigns to raise funds and build out activities to drive support to CFSA’s Impact Funds. • Manage and lead specific fundraising projects related to CFSA’s current and ongoing focus areas. <p>KNOWLEDGE AND RELATIONSHIP BUILDING - 30%</p> <ul style="list-style-type: none"> • 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 learning and 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, earning their trust for client referrals. • Working in conjunction with marketing and communications staff, initiate and oversee the development of proposals and written material in support of specific major gift fundraising initiatives. • 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. <p>ORGANIZATIONAL ADMINISTRATION AND ACTIVITIES - 20%</p> <ul style="list-style-type: none"> • 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 database. • Attend organizational events, as well as external functions as recommended. • Strategically leverage events, communication, and other tools to engage and cultivate donors. • 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 to our community. • 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.
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<p>Experience, Knowledge, and Skills</p>	<ul style="list-style-type: none"> • Bachelor’s degree and a minimum of 3-5 years related work experience including demonstrated ability to promote and successfully solicit and close major gifts. • 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></p> <ul style="list-style-type: none"> • 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 these essential functions.

	<ul style="list-style-type: none"> • While performing the duties of this job, the employee is occasionally required to stand, 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><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 these 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.;
<p>Compensation</p>	<p>The salary range for this position is \$90,000 – \$98,000, 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 3 months of full employment with full vesting, with CFSA contributing 4% of salary and matching up to 4% more upon establishment of the account, 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 dismemberment insurance: CFSA covers 100% of the employee premium. • Short-term and long-term disability: CFSA covers 100% of the employee premium. • Ten paid holidays, twenty days of paid time off in year one (increases with additional years of service), and one day of paid community volunteerism. • 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. <p>This is a summary of current CFSA benefits and eligibility and may change over time.</p>
<p>How To Apply</p>	<p>Email your cover letter and resume to hr@cfsaz.org. Please put “Major Gifts Officer” in the subject field.</p>