

Valley Forge Educational Services

Major Gifts Officer

As VFES begins initial planning for a capital campaign, we seek to build our Development team with an experienced, dynamic Major Gifts Officer to develop and implement a new Major Gifts Program. The Major Gifts Officer will work independently and in partnership with the Director of Development, Executive Director and Board Members to secure a variety of individual major gifts. Primary responsibilities include qualifying, cultivating and soliciting a prospect pool of major donors; preparing individual and foundation funding requests, financial reports and donor communications; and planning and executing personal visits, cultivation events and donor recognition activities. The Major Gifts Officer will also contribute to other department efforts including the annual appeal, EITC solicitations, and special events.

As the Major Gifts Officer, you must have a bachelor's degree; 4 years fundraising experience in a non-profit organization, preferably an educational setting serving children and adults with special needs; a record of accomplishment in securing major individual gifts and meeting funding goals for new programs, planned giving, endowment, and/or building improvements; and experience with grant research, writing, and stewardship of private foundations and corporations. This position will require limited local travel (10-20%).

This is a full-time, year-round position with full benefits: paid health and dental insurance, generous paid time off, tuition reimbursement, and a 9% employer contribution to our retirement plan. For additional details, visit us at www.vfes.net.

To Apply, please send cover letter, resume, and salary expectations to: jobs@vfes.net. Applications will be accepted through **July 8, 2018**.

Valley Forge Educational Services, [1777 N. Valley Road, Malvern, PA 19355](http://1777NValleyRoadMalvernPA19355)