



## **Job Description**

**Job Title:** Major Gifts Officer

**Department:** Development

**Reports To:** Development Director

**FLSA Status:** Exempt

**Prepared Date:** July 2026

## **Position Description**

The Major Gifts Officer is a frontline fundraising role responsible for managing a portfolio of major gift donors and prospects to support Eddy House's mission and annual fundraising goals. This position reports directly to the Development Director. The Development Director retains responsibility for the overall major gift strategy, portfolio assignment, and approval of solicitation plans. Within that framework, the Major Gifts Officer is responsible for executing major gifts strategies, including donor cultivation, solicitation, and stewardship activities within their assigned portfolio.

The Major Gifts Officer works under the direction of the Development Director and in coordination with the CEO, Development Team, and organization leadership to ensure donor engagement aligns with Eddy House's priorities and funding needs. This role supports the growth of the major gifts pipeline, donor retention, and revenue generation through direct relationship management, strategic stewardship, and fundraising activity.

## **Essential Job Functions**

- Manage a portfolio of major gift donors and prospects, including qualification, cultivation, solicitation, stewardship, and ongoing relationship management.
- Develop and maintain individualized moves management plans for assigned donors and prospects, aligned with overall fundraising priorities and strategies.
- Identify, research, and qualify prospective major donors whose philanthropic interests align with Eddy House's mission, programs, and organizational priorities.
- Build and strengthen meaningful relationships with individuals, families, businesses, civic leaders, foundations, and community partners with the capacity to make transformational investments.
- Conduct regular donor meetings, phone calls, facility tours, follow-up conversations, and personalized outreach to advance donor relationships.
- Collaborate with Development Director and CEO on donor strategy.

## **Solicitation, Proposals & Grant Support**

- Make direct gift solicitations and help secure major gifts, multi-year commitments, campaign gifts, planned gifts, foundation gifts, corporate gifts, and other significant contributions as appropriate.
- Prepare donor briefing materials, solicitation strategies, proposals, grant-related discussions, impact updates, acknowledgment letters, and stewardship communications.
- Support grant applications, proposals, and reports for foundation, corporate, or donor-directed gifts that the Major Gifts Officer helps cultivate, solicit, or steward.

- Coordinate with the Development Director and relevant program or finance staff to gather accurate information, outcomes, budgets, and impact data for proposals and reports tied to assigned donors or solicited gifts.
- Track reporting deadlines, donor restrictions, deliverables, and stewardship requirements connected to assigned major gifts, foundation gifts, corporate gifts, and donor-directed contributions.
- Work with the Development Director to execute established annual fundraising goals, solicitation strategies, and portfolio objectives.
- Support the Development Director and executive leadership in preparing for donor meetings, cultivation opportunities, proposal submissions, grant-related conversations, and major gift solicitations.

### **Stewardship, Reporting & Data Management**

- Ensure donors and funders within the Major Gifts Officer's portfolio receive timely, accurate, and meaningful reports, updates, acknowledgments, and impact communications.
- Partner with program and leadership staff to understand organizational priorities and communicate funding needs, outcomes, and impact clearly and compellingly to donors and funders.
- Maintain accurate and comprehensive donor records in the donor database, including contact notes, donor interests, giving history, follow-up actions, proposals, reports, funding restrictions, and solicitation status.
- Monitor portfolio activity and prepare regular reports on progress toward fundraising goals, moves management benchmarks, proposal activity, and stewardship obligations.
- Provide thoughtful and personalized donor recognition and stewardship to strengthen relationships, encourage retention, and support increased giving overtime.
- Support donor retention and upgrade strategies through personalized outreach, meaningful engagement opportunities, and ongoing impact reporting.

### **Collaboration & Representation**

- Collaborate with the Development Director & Marketing Team to develop donor-facing materials, impact stories, campaign communications, proposals, reports, and other collateral as needed.
- Represent Eddy House at donor meetings, community functions, networking opportunities, donor tours, and fundraising or cultivation events to strengthen relationships and expand community engagement.
- Participate in donor cultivation and stewardship activities, including major donor receptions, campaign events, and other relationship-building opportunities.
- Assist in identifying sponsorship, partnership, and major gift opportunities related to Eddy House events, campaigns, and strategic initiatives in collaboration with the Development Director and Development Team.
- Help identify, cultivate, and strengthen relationships with local businesses, civic groups, faith communities, foundations, and community leaders.
- Participate in Development Team meetings, Development Committee meetings, and internal planning sessions as assigned.

**Other Responsibilities**

- Maintain a high standard of professionalism, confidentiality, and mission-aligned conduct in all donor, partner, and community interactions.
- Maintain timely, clear, and professional written and verbal communication with internal and external stakeholders.
- Provide exceptional service to donors, community partners, volunteers, funders, and other stakeholders in person, by phone, and through written communication.
- Maintain a safe, organized, and professional work environment.
- Perform other duties as assigned by the Development Director or executive leadership.

**Requirements / Qualifications**

- Associate's degree required. Bachelor's degree in nonprofit management, public relations, communications, marketing, business, or a related field preferred.
- Minimum 3 years of experience in nonprofit development, fundraising, donor relations, sales, relationship management, or a related field with increasing responsibility.
- Previous experience cultivating, soliciting, and stewarding donors, funders, or relationship-based accounts preferred.
- Experience preparing donor proposals, grant-related narratives, impact reports, stewardship updates, or similar written materials preferred.
- Proficient with Microsoft Office and donor CRM platforms; Virtuoso or similar database experience preferred.
- Valid Nevada driver's license, reliable transportation, and current vehicle registration and insurance.
- Must be able to pass a background check and child abuse registry search.

**Skills & Competencies**

- Strong people skills with the ability to build trust, communicate clearly, and engage donors and community partners in a calm and professional manner.
- Comfort making direct gift solicitations and discussing philanthropic investments with donors and funders.
- Excellent written communication skills, including the ability to prepare proposals, reports, donor correspondence, and impact updates.
- High level of organization, attention to detail, follow-through, and ability to manage multiple donor relationships, deadlines, and priorities.
- Must demonstrate a high level of confidentiality, professionalism, judgment, and mission-aligned conduct.
- Ability to read, write, and prepare clear checklists, reports, correspondence, proposals, and donor communications.
- Ability to analyze and perform computations with reasonable speed and accuracy, including working with budgets, gift amounts, reports, and fundraising progress toward goals.
- Ability to apply common-sense understanding to conduct written and verbal instructions and address problems involving several concrete variables in standardized situations.

**Physical Demands**

The physical demands described here are representative of those that must be met to successfully perform essential job functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing this job, the employee is regularly required to sit, stand, walk, use hands, speak, hear, and use vision to work with computer equipment and documents. The employee must occasionally lift to twenty-five pounds. The noise level is typically low.

The position is primarily sedentary with occasional exposure to heat, cold, or temperature changes.

**Disclaimer**

This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of the organization. Eddy House reserves the right to change, add to, or subtract from the duties outlined at any time, with or without advance notice.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_