



Job Title: Major Gifts Officer
Reports to: Director of Philanthropy

Department: Philanthropy
Salary Range: \$60,000 - \$75,000

Job Summary: The Major Gifts Officer (MGO) will be a crucial member of the fundraising team, focusing on raising significant gifts to support programmatic goals. They will manage relationships with existing donors and secure new funding sources, handling a portfolio of around 300 donors, each capable of giving \$5,000 or more. The MGO will also develop and maintain strategies for high-level donor stewardship, significantly impacting the ACLU of Minnesota's development program.

KEY RESPONSIBILITIES

Strategy

The Major Gifts Officer (MGO) will primarily engage with individual donors, both in and out of the office, to help them fulfill their passions and interests by contributing to the ACLU. The MGO aims to significantly increase the number of leadership gifts (\$5,000+) and planned gifts from ACLU supporters in Minnesota.

Focus/Responsibilities

Donor Portfolio Management

- Manage a portfolio of approximately 300 donors, each with an estimated capacity to give \$5,000 or more.
- Create individual goals for each donor based on their giving history and the organization's knowledge of their potential.
- Develop and implement a comprehensive cultivation and solicitation strategy for each donor.
- Track portfolio activity, communication, and progress, and produce reports that accurately reflect portfolio performance as management requires.

Donor Cultivation and Solicitation

- Research and qualify a list of over 450 identified prospects for assignment to the major gift's portfolio.
- Directly solicit major and planned gifts, partnering with the Executive Director and Director of Philanthropy on key asks.
- Develop unique cultivation and stewardship opportunities and participate in broader donor cultivation events.
- Collaborate with program staff to secure project information and develop personalized materials for individual donors/prospects that align with donor interests and programmatic priorities, including progress reports resulting from gifts.

Communication and Collaboration

- Communicate with donors compellingly and inspiringly about the ACLU-MN's mission, activities, and successes.
- Partner with colleagues from the national ACLU to advance key donor relationships.
- Maintain a working knowledge of local and national programmatic priorities and issues as they arise.

ESSENTIAL SKILLS

- Demonstrates strong self-motivation with exceptional initiative, ambition, and follow-through.
- Capable of collaborating with diverse communities and individuals.
- Possesses excellent interpersonal and communication skills.
- Exhibits a well-developed sense of humor and compassion; friendly, outgoing, and cooperative.
- Shows flexibility and a willingness to learn new tools, technologies, and resources.

EDUCATION AND EXPERIENCE

- A minimum of three years of professional work experience is required. Non-profit development experience with progressive responsibility is preferred, though other transferable experiences will be considered. Direct experience soliciting donors, closing, and stewarding major gifts is ideal.
- Demonstrated understanding, knowledge, and commitment to civil liberties, civil rights, and the ACLU of Minnesota's mission.
- Proficiency in Microsoft Office technology (Word, Excel, Outlook, and PowerPoint).
- Strong interpersonal skills and enthusiasm for building professional relationships with donors, board members, volunteers, staff, and the general public.
- Excellent written and oral communication skills, with the ability to speak comfortably and compellingly to donors about the impact of their philanthropic investments in the ACLU.
- Experience with donor databases and knowledge of the Minnesota philanthropic community is a plus.
- Ability to work occasional evenings, weekends, and irregular hours and to travel within the state as needed.

PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to lift up to 15 pounds occasionally.
- Valid driver's license and access to reliable transportation for travel to various work-related locations.