

**Job Announcement: October 2, 2018**

**Position Title:** Major Gifts & Planned Giving Officer

**Reports to:** Vice President of Development

**Location:** Chicago, IL

**Organizational Overview:** The Sargent Shriver National Center on Poverty Law provides national leadership in advancing laws and policies that secure justice to improve the lives and opportunities of people living in poverty. The Shriver Center brings together lawyers, community leaders, and allies from across the country as the nation's leading advocate for people living in poverty. We work toward a future where people living in poverty have income security, equal opportunity, and a voice in what happens in their communities.

The Shriver Center is a 501(c)3 non-profit organization with a staff of 50 based primarily in Chicago. In 2017, the Shriver Center marked its 50<sup>th</sup> anniversary and adopted a strategic plan focused on growth and organizational excellence. In the past few years, the Shriver Center's operational budget has increased significantly, from \$4.3 million in 2014 to \$7.5 million in 2018. Accompanying this growth, the Shriver Center's focus has expanded the scope and reach of its work, attaining increasing national prominence.

**Commitment to Race Equity:** We put race front and center in our work. We recognize that inclusion of diverse voices, perspectives, and experiences is essential to understanding and addressing complex issues in our advocacy and within our organization. To that end, we focus on issues that deeply affect the lives and social mobility of people living in poverty: economic justice, housing justice, healthcare justice, and community justice. We lead, equip, and mobilize multi-state networks to advance an anti-poverty and racial justice agenda. Through training and leadership development programs designed to foster innovation and collaboration, we strengthen core competencies of advocates across the country.

**Position Overview:** In recent years, the Shriver Center has invested in capacity building initiatives to expand individual giving revenue. In January 2018, the Shriver Center successfully completed a five-year major gift campaign leaving the organization with new donors, planned gifts, and continued giving in other program areas. The Major Gifts & Planned Giving Officer will serve as part of the Development team and advance the Shriver Center's mission by managing and expanding all individual giving programs with a focus on expanding the major gifts program and building the planned giving program. The focus of this position is to identify new prospects and deepen existing relationships with major donors through effective identification, cultivation, solicitation, and stewardship. This individual will work closely with the President, VP of Development, and Development Associate to ensure coordination among individual giving programs.

## **Responsibilities:**

### *Major Gifts*

- Work with the VP of Development to expand the major gifts program for annual donors contributing amounts greater than \$1,000 per year.
- Use the moves management process to qualify, identify, cultivate, solicit, steward, retain, and properly track prospects and donors.
- Manage a portfolio of 50 – 75 assigned qualified relationships and apply a cultivation and solicitation plan for each donor/prospect.
- Provide staff support for the President and VP of Development to ensure effective execution of their portfolios.
- Work with members of the Development team on research and preparation of grant proposals for qualified family foundation prospects.
- Provide strategic guidance and support to engage the board, professionals' council, emeritus council, staff, and volunteers in soliciting and closing major gifts, including: determining ongoing relationships with prospect/donor; recommending specific purpose and level of gift; identifying those to be involved in cultivation and subsequent solicitation; assuring that solicitations are carried out; providing materials to support solicitations and attending meetings with donors as necessary.
- Coordinate all donor engagement and stewardship activity with assistance from the Development Associate.

### *Planned Giving*

- Work with a Planned Giving Consultant, VP of Development, and Planned Giving Council to build Shriver's first Planned Giving Program.
- Provide staff support to the members of the Planned Giving Council.
- Target a broader base of current donors interested in planned giving opportunities.
- Work with Communications in drafting articles, ads, brochures and mailing pieces.
- Prepare gift proposals and provide additional information as needed to help secure planned gifts.
- Inform and educate donors about gift options.

### *Development Administration*

- Manage one team member.
- Oversee the execution of both annual appeals (spring and year-end).
- Work with the VP of Development to manage prospect research team.
- Assist in the preparation of donor newsletters and annual reports as needed by the Shriver Center's Communications Department.
- Provide assistance with fundraising events.
- Other duties as assigned.

## **Requirements:**

- 5 – 7 years of managing a portfolio of high net worth individual donors.
- Bachelor's degree required.
- Thorough knowledge of development practices and experience with major gifts fundraising.
- Excellent writing, editing and verbal skills with the ability to make dynamic group presentations.

- Strong planning skills, including the ability to anticipate tasks, set priorities, meet deadlines and function smoothly under strict deadlines and shifting priorities.
- Demonstrated ability to collaborate with senior leadership, board members, consultants, colleagues and volunteers.
- Demonstrated ability to develop and maintain successful interpersonal relationships with donors and constituents.
- Experience with fundraising software technology.
- Willingness to travel within the US (approximately 15% time) to meet with donors and host fundraising events.

**Salary/Benefits:** This full-time exempt position offers a competitive annual salary and a comprehensive benefits package.

**Opening/Closing Date:** Application deadline is October 31, 2018.

**Applications:** Send a cover letter and résumé to Keenya Lambert at [hr@povertylaw.org](mailto:hr@povertylaw.org).

Visit [www.povertylaw.org](http://www.povertylaw.org) for more information about the Shriver Center.

