



For economic and racial justice

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Position Title: Senior Major Gifts & Planned Giving Officer
Reports to: Vice President of Development
Location: Chicago, IL

The Shriver Center on Poverty Law fights for economic and racial justice. Over the past 50 years, we have secured hundreds of law and policy victories with and for people experiencing economic instability in Illinois and across the country.

Everything we do is powered by communities most affected by poverty. We litigate, shape local policy, and train and convene multi-state networks of lawyers, community leaders, and activists to advance opportunity for all—not just the few.

Our country is rife with laws and policies that systematically disadvantage certain groups while advantaging others based on their race, gender, and other facets of their identities. We believe laws and policies—and the institutions that apply them—should be designed to support people. Together, we're turning this ideal into reality.

We are building a future where all people, families, and future generations have equal dignity, respect, and power under the law. Join the fight at povertylaw.org.

Position Overview:

The Senior Major Gifts & Planned Giving Officer will serve on the Development team and advance the Shriver Center's mission by managing all individual giving programs with a focus on major gifts and planned giving. The Shriver Center will enter its next three-year strategic plan in 2022. The focus of this position is to increase the percentage of individual giving revenue annually and build the Shriver Center's endowment and operating reserves. This person will work closely with the President, VP of Development, Development team, Board members, and consultants to ensure coordination among all [individual giving programs](#) and revenue generation of \$1M+ per year (through online gifts, donor-advised funds, and family foundation grants).

Responsibilities:

Major Gifts & Campaign Fundraising

- Work with the VP of Development to expand the major gifts program ([Changemaker Community](#)) for annual donors contributing amounts greater than \$1,000 per year.
- Manage a portfolio of 75 assigned qualified relationships applying a solicitation plan for each donor/prospect.
- Use the moves management process to identify new prospects and deepen existing relationships with major donors.
- Coordinate all campaign efforts after the three-year strategic plan (*campaign planning based upon board approval*).

- Provide staff support to the President and VP of Development to ensure effective execution of their portfolios.
- 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 appropriate.

Planned Giving

- Work with the VP of Development and Planned Giving Council to expand Shriver's first Planned Giving Program ([Sargent Shriver Legacy Corps](#)).
- Provide staff support to the Planned Giving Council.
- Target a broader base of current donors interested in planned giving opportunities.
- Work with the Shriver Center's Communications Department in drafting articles, ads, brochures and mailing materials.
- Prepare gift proposals and provide additional information as needed to help secure planned gifts.
- Inform and educate donors, estate planning attorneys, and financial/philanthropic advisors about Shriver's gift options (via one-on-one meetings or webinar series).

Department Collaboration

- Oversee the execution of both annual appeals (spring and year-end) supervised by the Development Manager.
- Manage all relationships with philanthropic advisors and partner with the Foundation Relationships Officer on research and preparation of grant proposals for qualified family foundation prospects.
- Ensure all donor stewardship activity is properly managed by the Development Manager and participate in stewardship tasks for assigned portfolio.
- Assist in the preparation of donor materials (newsletters, one pagers, and/or annual reports) as needed by the Shriver Center's Communications Department.
- Work in collaboration with the Senior Leadership Team to prepare annual revenue projections.
- Provide assistance with all fundraising events by preparing assignments for the Senior Leadership Team, Development Team, and Development Committee members.
- Other duties as assigned.

Qualifications:

- A demonstrated commitment to social justice and ability to work across lines of difference, especially with racially and economically diverse communities.
- 7+ years of soliciting high net worth donors.
- Bachelor's degree required.
- Thorough knowledge of development practices and experience with campaign fundraising, major gifts, and/or planned giving.

- Excellent writing, editing and oral 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 5%) to meet with donors and/or host fundraising events starting in 2022 (contingent upon Shriver's office reopening policy).

Salary/Benefits: This full-time exempt position offers an annual salary ranging from \$84,000 to \$106,000 commensurate with experience, along with a comprehensive benefits package.

Opening/Closing Date: Open immediately; closed when filled. Applications are accepted on a rolling basis.

Applications: Send a cover letter and résumé to Keenya Lambert at hr@povertylaw.org.

At the Shriver Center on Poverty Law, we know that a richly diverse mix of professionals makes organizations more effective. As such, we make demographic and experiential diversity a hallmark and priority of all our work.