



Civic Influencers is a national nonpartisan nonprofit operating across the country, on and off campus, in local communities and states, that empowers young people to build their civic power and increase voting rates amongst their peers. They frame their work through an Organizing, Advocacy and Learning model that equips young people with the skills to dismantle barriers to voting while developing their identities as voters and participants in our democracy.

### **JOB POSTING: MAJOR GIFTS OFFICER (DEVELOPMENT)**

Reports to: Chief of Stakeholder Engagement

Classification: Full-time Exempt

Location: Remote work from any location in the US, preferred New York City

Travel: Some travel required

### **GENERAL DESCRIPTION**

Civic Influencers is seeking a Major Gifts Officer (known as a Senior Stakeholder Advisor) with extensive experience in prospecting, cultivating and stewarding major donors through a giving pipeline. Reporting to the Chief of Stakeholder Engagement, the following tasks and duties will fall within the following buckets across the Stakeholder Engagement Department, including:

#### *Donor Relations*

- Identify clear transition plans for existing donors and prospects to successfully hand-off relationships from the CEO and the Chief of Stakeholder Engagement, with an emphasis on High Net Worth Individuals.
- Assign stewards and stewardship plans for all current and prospective donors for Stakeholder Advisors.
- Draft regular correspondence to existing and prospective donors and stakeholders.
- Host donor engagement calls to ensure that proper cultivation is done, resulting in an ask, or, ensuring that regular stewarding is done resulting in a gift renewal.
- Devise a plan for onboarding new donors, and manage their onboarding process to the organization (digital and printed welcome, invitations to briefings, etc.).
- Draft content for donor direct mail, online appeals, and other fundraising campaigns.
- Manage the Stakeholder Advisor to make certain that all processes of the department are running smoothly.
- Other tasks as assigned.

#### *Briefings*

- Identify individual donors who would be interested in hosting a virtual or in-person briefing on behalf of Civic Influencers to raise awareness and dollars.



- Liaise with the Communications Team to ensure that all details of the briefing or event is seen to with precise detail, including invitations, printed materials, presentations, etc.
- Assist the CEO and Chief of Stakeholder Engagement with individualized donor and prospect follow up and cultivation strategies.

#### *Operations*

- With guidance from the Chief of Stakeholder Engagement, update and implement Civic Influencers' annual Stakeholder Engagement Plan.
- Occasionally, represent the Stakeholder Team at staff meetings and retreats, speaking to the Stakeholder Engagement Teams strategic plan, goals and metrics achieved to date.

#### **Skills & Qualifications**

- Bachelor's degree in Political Science or Public Policy, a related field or equivalent experience.
- 8+ years of proven progressive fundraising, cultivating and closing major donors.
- Capable of building and sustaining relationships with a variety of individuals and organizations, including high net worth individuals and family foundations.
- Ability and comfortability to close face-to-face sales and sponsorships.
- Demonstrated ability to manage strategic planning while being able to respond to short-term organizational needs.
- Familiarity with and understanding of CRMs and other content management databases, experience with Salesforce a plus.
- Proficient on Google Suite, including Google Sheets and Google Slides.
- Working knowledge of Tableau and Slack a plus.
- Excellent interpersonal and verbal communication skills; including the ability to communicate effectively and professionally with other staff, partner organizations, elected and appointed officials, corporate/business representatives, and community members.
- Commitment to transparency, accountability, and direct communication.
- Ability to work independently as well as collaboratively in a fast-paced environment with multiple priorities and tight deadlines.
- Ability to manage highly sensitive, confidential information using excellent judgment at all times.
- Must have a commitment to DEI and cultural competency, including an awareness of one's own cultural worldview, a welcoming attitude towards cultural differences, an appreciative knowledge of different cultural practices and worldviews, and cross-cultural skills.

#### **Desired Skills**



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- Experience working in a movement organization, including ones focused on Voting Rights, Social Justice, Civil Rights or Youth.
- Experience working with or within a higher education institution, People of Color Serving Institutions (PoCSIs, e.g., HSIs and HBCUs a plus).
- Fluent in multiple languages a plus.

## **Other Requirements**

- Must complete data visualization and data gathering trainings hosted by Tableau, and other trainings as required.
- Extremely reliable and available on evenings and weekends for occasional events and conferences.

## **COMPENSATION**

### **Salary**

Salary range for this position is \$70,000 - \$75,000. Salary will be commensurate with experience and skills.

### **Benefits**

- Health insurance with employer contribution
- 401K plan with employer match after 6 months
- 13 paid holidays
- 10 days paid vacation
- 10 days paid sick leave

## **HOW TO APPLY**

*Start date: for immediate consideration.*

Email your application to: [hr@civicinfluencers.org](mailto:hr@civicinfluencers.org)

Please email your resume and cover letter with the position title and your name in the subject line. Applicants who do not submit both will not be considered. Please note in your cover letter where you saw this position listed and your availability.

Applicants who have been selected to move forward in the interview process will be contacted directly. Applications will continue to be reviewed until the position is filled.

*Civic Influencers is an equal opportunity employer and does not discriminate based on race, nationality, ethnicity, religion, age, gender, sexual orientation, disability or class. We value diversity on our team and strongly encourage people of color, Indigenous people, LGBTQIA individuals, people with disabilities and all qualified persons to apply for our open positions.*