



Major Gifts Officer, Non-Profit in Richmond, VA

Overview

We are seeking a full-time **Major Gifts Officer** to join our team to build on the success of the James Changer Campaign and help achieve our major gift fundraising goals. Working with the CEO, VP of Development, Board of Directors, and JRA staff, the Major Gifts Officer will be responsible for identifying and cultivating relationships with prospective major gift donors.

Founded in 1976, JRA is the oldest and largest river conservation group in Virginia and the only organization solely dedicated to protecting and restoring the James River. JRA's mission is to be the guardian of the James River – to provide a voice for the river and take action to promote conservation and responsible stewardship of its natural resources. To accomplish our mission, JRA's two strategic goals include: 1) Achieving a fully healthy James River, and 2) Helping communities within the watershed realize the benefits of a healthy James River and support protecting it.

The organization's operating budget is approximately \$3.7M, with 34 full-time and up to 16 seasonal or part-time employees working across Virginia in four offices, including the headquarters located in downtown Richmond, VA, with regional offices in Williamsburg, Lynchburg, and Scottsville. This is a hybrid position based in Richmond.

JRA has recently completed a 4-year, \$25-million James Changer Campaign which has been the most ambitious, comprehensive, and successful campaign to date. The goal of the campaign was to strengthen JRA's programs, accelerate habitat restoration projects, grow JRA's endowment, and add four capital projects to JRA's fleet and facilities. These capital components of the campaign included the transformation of current buildings into the Upper James River Center and Lower James River Center, the addition of an additional 50-ft education boat and the construction of the new James A. Buzzard River Education Center in Richmond. The James Changer Campaign was successful in not only strengthening JRA's programs, but also attracting many new donors and greater levels of support.

The Major Gifts Officer will manage and expand an existing portfolio of major donor prospects and work with board members and staff leaders to coordinate and execute the long-term fundraising major gifts initiatives for the Association.

The ideal candidate will have at least 3-5 years of fundraising experience working with individual donors through the process of cultivation, solicitation and stewardship.

Summary of Job Responsibilities and Requirements

- Plan and lead JRA's major gift program (gifts greater than \$5,000).
- Identify and research major gift prospects.
- Develop strategies and networks to make connections with major gift prospects.
- Grow relationships with existing and new major gift prospects.
- Develop donor solicitation strategies and stewardship program for major gifts.



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- Engage board members and staff leadership in major gift relationship building and the development and execution of major gift proposals and presentations.
- Ensure that major donor records are complete and maintained utilizing internal systems (donor management software – Salesforce) for effective donor stewardship

Key Qualifications

- Bachelor's degree required.
- Minimum of 3-5 years front line experience successfully securing major gifts, cultivating individual donors and increasing support levels from existing donors.
- Pre-employment background screening.

Knowledge, Skills, and Abilities

- Demonstrated success in securing significant gifts, managing a portfolio of donors and meeting annual fundraising goals.
- Experience in building effective relationships with a variety of donors and individuals based on their unique personalities and preferences
- Technically proficient in a variety of software applications (e.g., Word, Excel, data management/CRM systems, donor research systems).
- Excellent writing and interpersonal skills to build relationships and communicate with donors effectively.
- Attention to detail in managing relationships and follow through on commitments.
- Ability to speak in public to groups and organizations.
- A strong commitment to and understanding of donor relationships, recognition and stewardship.
- Ability to work in a fast-paced environment and remain positive and optimistic when faced with challenges or setbacks.
- Strong initiative, flexibility, and self-directed.
- Enthusiasm for and commitment to JRA's mission, vision, and values.
- Ability to represent the organization in a professional manner to both internal and external audiences.
- Willingness to travel throughout the James River watershed, occasionally overnight, for donor visits and activities.
- Valid driver's license and reliable transportation for donor visits, meetings, and other related JRA activities.

Competitive Salary & Benefits Package includes fully paid employee-only health and dental coverage, Life and LTD insurance, generous paid time off (starting at four weeks/year), twelve paid holidays, and 401(k) matched contributions! Professional development and growth opportunities. Work-life balance and dynamic, hybrid/flexible work environment. The exempt salary range for this full-time position is \$65,000 – \$75,000 depending upon related credentials and work experience.



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APPLY by sending your resume and cover letter to amood@thejamesriver.org This position will remain open until filled.

EOE M/F/D/V JRA reserves the right to alter, change, modify, and/or terminate this job posting at any time without notice or obligation to any party.