



# ELTON JOHN AIDS FOUNDATION

## **JOB DESCRIPTION – Senior Philanthropy Officer**

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At the Elton John AIDS Foundation (EJAF), we believe that AIDS can be beaten. Since 1992, we've raised over \$500M to support more than 3,000 programs - combating stigma, preventing infections, providing treatment and services, and motivating governments to end AIDS. As a leading worldwide organization, we work alongside local, national, and international partners, government officials, and advocates to promote a global response that leaves no one behind.

The Foundation currently works across four continents, supported by staff operating out of offices in London and New York. At the beginning of 2019, we began an ambitious 5-year strategic plan to further our vision and expand our staff and resources. This newly created post is part of that expansion. It is essential that our team is made up of individuals who share our passion for the important life changing work that we do.

### **POSITION SUMMARY**

The Senior Philanthropy Officer develops, implements and maintains fundraising activities for Major and Planned Gifts. They will work with individual donors, foundations, and corporations to raise funds to support EJAF's work. The candidate is responsible for developing and executing cultivation, solicitation, and stewardship strategies for a 100-125 person portfolio. In collaboration with EJAF leadership, the Sr. Philanthropy Officer makes the case for support through persuasive communication of our mission to a sophisticated group of high-net-worth individuals.

The ideal candidate is a proven fundraiser, strategic thinker, highly effective communicator and superior writer, intuitive manager, and skilled relationship-builder. They must be able to convey EJAF's mission in compelling ways to prospects and key stakeholders. The Sr. Philanthropy Officer is a results-oriented self-starter with a record of securing six- and seven-figure gifts through well-designed and implemented strategies. This individual will report directly to the Chief Philanthropy Officer (US), and manage a Development Coordinator/Admin.

**LOCATION** New York, NY (Combination of NYC office and remote work)

### **Key Responsibilities and Deliverables**

- Develop and maintain a personal portfolio of 100-125 major donors and prospects (with capacity to make gifts of \$50,000+) to achieve increased engagement and revenue.
- Develop a strategic fundraising plan consisting of identifying, qualifying, cultivating, soliciting, and stewarding individuals capable of making outright and/or planned gifts.

- Design and implement short- and long-term engagement plans geared toward securing gifts between \$25,000 - \$1 million.
- Actively solicit and close gifts at the major gift level from a portfolio of current and prospective donors.
- Continually identify and qualify new major gift prospects.
- Create a holistic annual plan, defining revenue and activity goals and monthly metrics including a fundraising plan for prospects giving < \$25,000, managed by the Development Coordinator.
- Serve as Development lead for EJAF's Grants team, identifying emerging funding priorities and creating written major gift proposals and donor impact reports.
- In collaboration with Chief Philanthropy Officer, continually review the donor pipeline; work with the Fundraising Operations Manager to identify additional prospects for assignment to frontline portfolios.
- Conduct 12-14 in-person and/or virtual visits per month.
- Support the CEO, Chief Philanthropy Officer and Board of Directors by staffing donor visits when appropriate, preparing materials for solicitation, managing leadership communications, correspondence, proposals, presentations, and oral briefings.
- Manage the Board Development Committee in collaboration with the Chief Philanthropy Officer.
- Additional fundraising-related responsibilities that include future targeted campaign initiatives.
- Appropriately track major gift activity in CRM as related to portfolio activity, solicitations and proposals, revenue, and reporting requirements; ensure timely and accurate data entry ahead of required quarterly performance and KPI reports.
- Work with multiple teams across the Foundation to create meaningful and effective strategies for fundraising. For example, develop donor-facing collateral in collaboration with the Communications Team and impact reports in conjunction with the Grants Team.
- Work collaboratively with entire Development staff to ensure the maximization of all donor giving opportunities.

## **QUALIFICATIONS**

This role represents EJAF in a professional and polished manner when communicating with major donors, partners, and the Foundation's constituency. The ideal candidate will be detail-oriented, proactive, positive, a team player, confident, articulate, and highly professional while personable and friendly. This position requires a high level of discernment at all times.

- Demonstrated accomplishment in managing donor portfolios, strategic planning, solicitations, and achieving or exceeding personal and departmental fundraising goals required.

- Experience with a broad spectrum of fundraising practices (planned giving, annual fund, foundation relations, etc.).
- Proven track record of identifying, cultivating, stewarding, soliciting and closing gifts of \$50,000+.
- Superior written and verbal communication skills with the proven ability to craft persuasive proposals and donor correspondence.
- Strong experience and confidence in working and communicating with Board members, donors and high-net-worth individuals.
- Adherence to the highest ethical standards with the ability to act with discretion and diplomacy.
- Sound judgment in maintaining the strictest of confidentiality of donor information.
- Flexible and adaptable to take on new responsibilities within a growing program.
- Understanding of complex gift planning vehicles and strategies, as well as a command of current US fundraising regulations and practices.
- An enthusiastic, imaginative, energetic and creative approach with a 'can do' attitude.
- Ability to work collaboratively with diverse communities.
- Commitment to the mission of the Elton John AIDS Foundation.

**TRAVEL** The role requires some US travel as needed, and limited international travel.

### **EXPERIENCE & EDUCATION**

- Minimum of 8-10 years in fundraising for nonprofit organizations with demonstrated results in leadership, major and principal gifts; proven success in health-related philanthropy preferred.
- Knowledge of and connections with the US and global funding communities.
- Familiarity with CRM systems such as Microsoft Dynamics, Raiser's Edge, or Salesforce.
- Excellent computer skills, including proficiency with Microsoft Office technology (including Word, Excel, Outlook, and PowerPoint).
- Bachelor's Degree required with Master's Degree preferred.

### **How to apply**

To apply, please submit a cover letter and resume to: [jobs@eltonjohnaidsfoundation.org](mailto:jobs@eltonjohnaidsfoundation.org) with the following subject line: **Senior Philanthropy Officer**. Candidates who share both why they're a good fit and their salary expectations are more likely to qualify.

NOTE: Only material delivered by e-mail will be accepted. No telephone calls or office visits, please.

A number of candidates will be selected for interview to proceed through the recruitment process.

All inquiries will be held in confidence.

EJAF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO DIVERSITY AND INCLUSION.

### **EJAF VALUES**

**COURAGE:** Courageous in our action. Bold in our words. Relentless in our mission.

**CREATIVITY:** Empowered to innovate. Open to new ideas. Always learning

**CONNECTION:** Collaborating to make a difference. Committed to inclusion. Giving people a voice.

**CARE:** Driven by our mission. Creating a world free from AIDS. Leaving no-one behind.