JOB DESCRIPTION – Major Gifts Officer

At the Elton John AIDS Foundation (EJAF), we believe that AIDS can be beaten. Since 1992, we’ve raised over $550M 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. We are currently executing an ambitious five-year plan (2020-2025) to further our vision and expand our staff and resources. This position is key to the success of this plan, providing critical support for the day-to-day functions of the Foundation. It is essential that our team is made up of individuals who share our passion for the important life-changing work that we do.

The role is hybrid but based in the Manhattan, New York office with the expectancy to be in the office periodically as needed. Or, with prior approval from the Foundation, the role can be fully remote and based in another US East Coast location, with occasionally required travel to our New York office.

Job Overview/Summary
The Elton John AIDS Foundation (EJAF) requires a dynamic frontline fundraiser to support development practices, including managing donors and prospects, developing donor communications and materials, and strategic support to the Chief Philanthropy Officer (CPO). The Major Gifts Officer (MGO) will work closely with the CPO, Interim Senior Philanthropy Director, and Associate Director of Development to design and implement creative cultivation and solicitation strategies across multiple revenue goals by generating new and increased support from prospects and donors. The MGO will also support *The Rocket Fund*, the Foundation’s transformative campaign to raise $125M through 2025, currently in the silent phase of its launch.

The MGO will put the Foundation’s mission and fundraising goals at the center of all solicitation materials. This includes developing and drafting requests for support, fundraising collateral, and sponsorship designs in service of high-quality outreach to high-net-worth donors.
Experience and Qualifications
This role represents EJAF professionally when communicating with all donors, partners, and the Foundation’s constituency. The ideal candidate will be a seasoned fundraiser who is proactive, positive, a team player, confident, articulate, and highly professional, while personable, friendly, and polished. This position requires a high level of discretion and the ability to maintain confidentiality at all times.

RESPONSIBILITIES
● Manages a portfolio of >100 major/planned/principal gift donors and prospective donors in alignment with the Foundation’s philanthropic priorities;
● Solicits gifts at 5, 6, and 7-figure levels;
● Under the direction of the CPO, prepares, implements, and evaluates an annual plan, including measurable goals and specific initiatives;
● Uses all appropriate forms of communication to develop and maintain relationships with high-level volunteers and C-suite internal and external leaders;
● Identifies, cultivates, solicits, negotiates, and stewards major gifts utilizing moves management and cultivation plans;
● Tracks donor and prospect information and communication in Raiser’s Edge;
● Participates in prospect strategy meetings, develops and discusses strategies involving leadership, acknowledges donor philanthropic objectives, and prepares compelling donor-centric proposals and materials involving major and planned giving solutions;
● Sets an aggressive meeting schedule with prospects and existing donors to exceed ever-increasing fundraising goals;
● Assists in the development of the case for support for organizational priorities, maintains effective working relationships with key, prospects, donors, volunteers, and financial advisors;
● Collaborates with colleagues in communications and programs to ensure the success of major gifts initiatives;
● Attends and follows up for select meetings with the CPO and other members of the development team;
● Performs other related duties and participates in fundraising events as assigned by the CPO.

REQUIRED EDUCATION AND EXPERIENCE
● Bachelor’s degree, or equivalent related work experience;
● 6-7 years of increasing responsibility and goal-achievement in non-profit fundraising organizations;
● Proven success in cultivating, soliciting, negotiating, closing, and stewarding philanthropic gifts at 5, 6, and 7-figure levels, including among high-net-worth individuals, and in elevating donor giving;
● Experience with standard moves management practices;
● Experience working on a capital campaign and/or planned giving, a plus;
● Understanding of gift agreements and legal contracts related to monetary gifts and pledges;
● Exceptional written and spoken communication skills;
● Excellent organizational skills and keen attention to detail;
• Ability to work effectively on multiple projects and meet deadlines;
• Ability to work collaboratively across teams and be hands-on with the performance of a variety of assigned tasks;
• Flexibility to adapt to changing priorities and new responsibilities within a growing program, and willingness to handle projects outside of standard responsibilities;
• Adherence to the highest ethical standards with the ability to act with discretion and diplomacy;
• Sound judgment in maintaining the strictest confidentiality of donor information;
• Enthusiastic, imaginative, energetic, and creative approach with a ‘can-do’ attitude;
• Commitment to the mission of the Elton John AIDS Foundation; and
• Excellent computer and data management skills, including proficiency with Microsoft Office technology (including Word, Excel, Outlook, and PowerPoint), and familiarity with Raiser’s Edge a plus.

PREFERRED EDUCATION AND EXPERIENCE
• Certified Fundraising Executive (CFRE) designation preferred.

COMPETENCIES
• Demonstrated ability to work collaboratively in a team-based environment;
• Excellent written, oral, and presentation skills with the ability to present to a diverse audience, both internally and externally;
• Strong business development and project management skills;
• Demonstrated ability to communicate professionally among and between colleagues, direct reports, superiors, and external donors and volunteers for effective relationship-building and execution of work-related plans and goals;
• Demonstrated leadership skills and abilities;
• Demonstrated strategic thinking and results-oriented skills and abilities; and
• Excellent organization and computer/pc skills are required.
• Willingness to attend donor meetings or events, as needed.

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

EJAF VALUES
COURAGE: Courageous in our actions. 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.

To apply, please submit a cover letter, resume, writing sample (an example of a solicitation letter to an existing donor as part of a follow-up from a conversation), and all as PDF documents to the recruitment firm, TaylorMade Experience at: Bernie@TaylorMadeExperience.com with the following subject line: EJAF Major Gifts Officer.

Candidates who share both why they’re a good fit and their salary expectations within their cover letter are more likely to qualify.