



Major Gifts Officer

Rochester, NY

Job Type

Full-time

Description

The Major Gifts Officer plays a vital role in advancing the mission of East House by developing meaningful relationships with individuals who have the capacity and passion to make significant philanthropic investments in our organization.

This position is responsible for identifying, cultivating, soliciting, and stewarding a portfolio of major gift donors and prospects. While East House defines a major gift as \$5,000 and above, this role will focus primarily on building relationships that result in gifts of \$10,000 and above.

Working in collaboration with the President & Chief Executive Officer, Chief Advancement Officer, and Foundation Board members, the Major Gifts Officer will help grow East House's culture of philanthropy by engaging donors in our mission, strengthening existing relationships, identifying new opportunities for investment, and ensuring every donor understands the impact of their generosity.

For nearly 60 years, East House has empowered individuals recovering from mental health and substance use disorders to build lives of stability, independence, and hope. Through supportive housing, employment, education, care management, peer services, and comprehensive recovery supports, we help individuals thrive while strengthening the communities we serve.

Joining East House means becoming part of a compassionate and mission-driven team committed to transforming lives through recovery, opportunity, and hope.

In compliance with New York State's Pay Transparency Act, the salary range for this position is listed above. East House considers factors including, but not limited to, the scope and responsibilities of the position, the candidate's education, experience, skills, internal equity, market conditions, and organizational needs when extending an offer.

The hiring process for this position may require a criminal background check and/or motor vehicle records check. Any verbal or written offer of employment is contingent upon satisfactory results, as determined by Human Resources.

Essential Responsibilities

Major Gift Fundraising

- Manage an active portfolio of 125 or more qualified major gift donors and prospects.
- Develop and implement individualized cultivation, solicitation, stewardship, and engagement strategies for assigned donors.
- Personally cultivate, solicit, and steward major gift donors, and partner with the Chief Advancement Officer and President & Chief Executive Officer when appropriate.
- Focus primarily on securing gifts of \$10,000 and above, including annual, multi-year, campaign, and planned gifts aligned with East House's fundraising priorities.
- Conduct meaningful in-person, virtual, and stewardship meetings with donors and prospective donors.
- Prepare compelling proposals, gift agreements, impact reports, stewardship reports, and donor presentations.
- Identify, qualify, and cultivate new major gift prospects through research, referrals, networking, community engagement, and donor introductions.
- Build and maintain a healthy pipeline of current and prospective major gift donors.

Donor Stewardship

- Build authentic, long-term relationships with donors and prospective donors.
- Ensure timely acknowledgment, personalized stewardship, and meaningful donor recognition.

- Communicate the impact of philanthropic investments through thoughtful and consistent stewardship.
- Inspire continued engagement and increased giving through exceptional donor experiences.

Strategy and Collaboration

- Partner with the Chief Advancement Officer and Business Intelligence Analyst to develop and execute comprehensive donor engagement strategies that identify, cultivate, solicit, and steward leadership and transformational gift opportunities.
- Prepare donor profiles, briefing materials, solicitation strategies, and follow-up plans for donor meetings.
- Collaborate with the Advancement team to coordinate donor communications, stewardship activities, annual giving initiatives, fundraising campaigns, and special events.
- Participate in strategic fundraising planning to support the continued growth of East House's philanthropic program.

Portfolio Management

- Maintain accurate and timely donor records within the organization's donor relationship management system.
- Document donor interactions, proposals, stewardship activities, and next steps.
- Develop annual cultivation and solicitation plans for assigned donors.
- Monitor progress toward fundraising goals and provide regular reports to the Chief Advancement Officer.

Other Duties

- Perform other duties as assigned.

Note: This job description is not intended to be an exhaustive list of all responsibilities. Duties, responsibilities, and activities may change at any time with or without notice.

Competencies

Alignment with East House Values

Demonstrates and promotes East House's core values of **Humanistic, Collaborative, Optimistic, Progressive, and Integrity** by:

- Representing the organization professionally and advancing its mission.
- Performing work ethically and in compliance with established policies, procedures, and regulations.
- Building positive relationships with colleagues, donors, volunteers, and community partners.

Accountability

- Takes ownership of work responsibilities and personal actions.
- Follows through on commitments and implements agreed-upon decisions.
- Maintains confidentiality when handling sensitive information.
- Accepts responsibility for mistakes and uses them as opportunities for learning and growth.
- Recognizes the impact of personal behavior on others.

Commitment to Belonging, Respect, and Building a Supportive Community

- Values and respects the unique backgrounds, experiences, and perspectives of every individual.
- Actively includes others in conversations and decision-making while fostering meaningful relationships.
- Demonstrates respectful communication, active listening, and appreciation for others' contributions.
- Encourages collaboration and helps create an environment where everyone feels welcomed, valued, and safe sharing ideas.

Working Conditions

- Primarily works in a traditional office environment.
- Occasionally experiences competing priorities and time-sensitive deadlines.
- Requires travel throughout the Greater Rochester area.
- Occasional travel outside Monroe County may be required.

Physical Demands

The physical demands described here are representative of those required to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these essential functions.

While performing the duties of this position, the employee is frequently required to:

- Sit, stand, and walk.
- Speak, hear, and communicate effectively.
- Use hands and fingers for computer work and other routine office tasks.
- Reach above and below shoulder level.
- Occasionally lift light objects.
- Occasionally climb stairs.

Reasonable Accommodation

East House provides reasonable accommodations to qualified applicants and employees with disabilities in accordance with the Americans with Disabilities Act, the Rehabilitation Act, the New York State Human Rights Law, and other applicable laws.

If you require a reasonable accommodation during any part of the application or hiring process, please contact the Human Resources Department at **585-238-4800** or **HRTeam@easthouse.org**. Requests for accommodation will be evaluated on an individual basis.

Equal Employment Opportunity

East House is an Equal Opportunity Employer. We are committed to creating a workplace where all individuals are treated with dignity and respect. Employment decisions are made without regard to race, color, creed, religion, age, sex, gender, gender identity, gender expression, sexual orientation, marital status, national origin, veteran status, disability, or any other protected characteristic under applicable federal, state, or local law.

Requirements

Required Education & Experience

Required Qualifications

- Bachelor's degree or equivalent combination of education and experience.
- Minimum of five (5) years of progressive fundraising experience with demonstrated success in major gift fundraising.
- Proven success cultivating, soliciting, and closing five- and six-figure philanthropic gifts.
- Experience managing a major gift portfolio through the complete donor cycle, including identification, cultivation, solicitation, stewardship, and renewal.
- Exceptional interpersonal, communication, and relationship-building skills.
- Strong organizational, project management, and time management abilities.
- Ability to work independently while contributing as a collaborative member of the Advancement Team.
- Proficiency with Microsoft Office and donor relationship management software.
- Valid driver's license and reliable transportation.

Preferred Qualifications

- Experience in behavioral health, healthcare, human services, or nonprofit organizations.
- Experience with comprehensive fundraising campaigns.
- Knowledge of planned giving strategies.
- Experience using Bloomerang or similar constituent relationship management software.
- Other Skills/Knowledge/Experience

Core Competencies

The successful candidate will demonstrate:

- Relationship Building
- Major Gift Fundraising
- Strategic Thinking
- Donor Stewardship

- Excellent Communication Skills
- Collaboration
- Initiative
- Integrity
- Accountability
- Results Orientation
- Emotional Intelligence
- Sound Judgment

Success Measures

The Major Gifts Officer will be evaluated on:

- Growth and stewardship of an active major gift portfolio.
- Development of meaningful donor relationships.
- Donor retention and upgrades.
- Acquisition of new leadership-level donors.
- Achievement of annual fundraising goals.
- Quality of donor engagement, stewardship, and pipeline development.
- Accurate and timely documentation of donor activity.

Salary Description

\$85,000- \$100,000

To Apply Click Here: <https://recruiting.paylocity.com/Recruiting/Jobs/Details/4394950>