



JOB ANNOUNCEMENT

Bill Wilson Center is a nationally and regionally recognized leader for providing services to at-risk youth and families. Our agency -- from our executive team to our line staff -- is committed to improving the lives and conditions of the people we serve. We provide direct services to more than 3,500 children, youth, young adults and families in Santa Clara County. BWC provides services that meet the cultural and linguistic needs of our whole community. We value our unique ethnic diversity as well as the LGBTQ community and non-able body community. Join us and become a difference maker at Bill Wilson Center! Find out more at http://www.billwilsoncenter.org/bwc_jobs/

Major Gift Officer

SUMMARY:

The Major Gift Officer (MGO) will work closely with current and prospective Bill Wilson Center (BWC) donors of \$1,000+ to grow their engagement and support of the agency's mission to end youth and family homelessness in Santa Clara County. The MGO will leverage the CEO, Leadership Team, and volunteer Development Committee of the agency to create a high level donor experience. The MGO will provide leadership for the identification, cultivation, solicitation, and acquisition of individual major donors.

The MGO must be adept in articulating a compelling case for unrestricted mission-focused support as well as restricted support for strategic priorities. The position calls for a high level of social acumen. The MGO will establish and maintain a portfolio of individual major donors and prospects to realize an annual revenue goal. The MGO will report to the Chief Community Resources Officer and will work closely with the Chief Executive Officer.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and execute a moves management system to actively solicit and steward major gifts through in-person meetings and written requests. MGO should average 8+ visits or high contacts per month. A high contact is defined as 15 minutes or longer phone calls, written proposals, sitting next to donors at events, or in-person meetings.
- Provide executive-level support to senior staff, board, and committee members in preparation for solicitation or stewardship opportunities, including appropriate, concise briefing materials in advance of meetings with donors and prospects
- Lead and support individual and group tours of Bill Wilson Center for current and prospective donors.
- Lead and support the planning and implementation of donor cultivation and recognition events for targeted donors.
- In collaboration with the Chief Community Resources Officer, develop and implement an annual expense budget to ensure successful cultivation and solicitation of BWC's significant donors to achieve set fundraising goals.
- Maintain working knowledge of BWC's programmatic and capital project priorities as they occur
- Qualify new prospects for assignment to the campaign portfolio on quarterly basis using shared research tools and reports through the Abila donor management database;

- Serve as a member of the Development Committee
- Prepare relevant reports for Development Committee meetings;
- Represent Bill Wilson Center at fundraising and community events. Attend community events and meetings to connect with and cultivate potential major donors for BWC.

SUPERVISORY RESPONSIBILITIES:

The MGO will work closely with fundraising volunteers to secure funding for the agency. Position may also supervise office volunteers or interns.

QUALIFICATIONS:

5+ years of significant experience in nonprofit fundraising, with progressive responsibility and a proven track record of soliciting, closing, and stewarding major gifts of \$1,000 and above. Excellent interpersonal, oral, and written communication and presentation skills. Demonstrated ability to simplify complex themes and activities into a short, compelling presentation or written piece. Knowledge of the Silicon Valley philanthropic community a plus. Working knowledge of fundraising software. Valid California driver's license with access to a personal vehicle with current insurance that can be used for company business. Fingerprinting/background check as required by the Department of Justice and/or Title XXII regulations.

All applicants are required to be fully vaccination with booster against COVID-19 (if eligible or agree to receive booster at the time of eligibility) prior to employment.

SALARY RANGE:

\$70,000.00 - \$95,000.00 per year, 100% employer paid Medical, Dental, Vision, Life Insurance, LTD and Employee Assistance Program. Retirement Plan with discretionary Employer Contribution. Generous PTO plan, 13 paid Holidays. And much more!

For consideration, please submit cover letter and resume (reference the position name in the subject line and/or cover letter) to:

BILL WILSON CENTER
ATTN: Resumes
FAX: (408) 244-4022
Email: resumes@billwilsoncenter.org

EEO:

Bill Wilson Center is an Equal Opportunity/Affirmative Action employer committed to building a team that represents the racial, ethnic and linguistic needs of our community. People of color, women, persons with disabilities, and persons who are LGBTQ are strongly encouraged to apply.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. Because of a need to remain responsive to the needs of our clients and BWC's operations, responsibilities may be modified at any time.