

Updated: November 11, 2016
Position Title: Major Gift Officer
Staff Group: Stewardship and Development
Reports To: Stewardship and Development Deputy Director
Location: Open
Grade: 12, full-time (benefits eligible)

Purpose

Reporting to the Stewardship and Development Deputy Director and working closely with the Director of Stewardship and Development to manage a portfolio of 90-120 donors and prospects capable of making gifts in the range of \$10,000-\$50,000 or above. To help identify and qualify prospects for new, renewed, or increased major gift support, and to develop and implement strategies to cultivate, solicit, and steward these individuals for significant annual or multi-year support of the UUA.

Principal Responsibilities

1. Identifies, qualifies, cultivates, solicits, and stewards major gift donors and prospects for significant annual or multi-year support of the UUA.
2. Identifies and cultivates current mid-level donors (\$1,000-\$10,000 a year) to become major donors, as well as identifying current major donors for cultivation by the Director of Stewardship and Development for leadership gifts (above \$50,000).
3. Utilizing prospect research tools (e.g., WealthEngine) and other resources, conducts background research as needed to identify prospects' potential giving capacity, inclination, and possible areas of interest for their philanthropic support.
4. Collaborates with leadership across UUA program areas to develop impactful donor cultivation processes and strategies that align with institutional priorities.
5. Demonstrates perseverance while adhering to the highest ethical standards, showing sensitivity to donors' needs and reflecting an optimistic and positive attitude in all interactions and communications.
6. In collaboration with supervisor, prepares major gift proposals, stewardship reports, and ensures proper documentation of donor intent and pledge terms, where applicable.
7. Adequately documents move steps as well as prepares clear, concise contact reports. Reports on outcome of all donor solicitations. Works with colleagues to ensure accurate and timely donor information is maintained in the Raiser's Edge database and paper files.
8. Develops a firm understanding of the UUA organizational structure and culture, programs and impact, as well as the organization's vision and funding priorities.
9. Creates, plans, and executes special projects as assigned. Performs other duties as requested by supervisor, the Director of Stewardship and Development, the Chief Operating Officer, or the President.

Qualifications

This is a Grade 12 position (expected hiring range \$51,200–\$64,700 depending on experience).

Requirements include a bachelor's degree and a minimum of 4 years' relevant work experience, along with proven ability to research and cultivate donors, and to secure 5-figure major gifts. Candidate must be highly organized with superb attention to detail, and be able to work independently as well as collaboratively both within and across institutions. Strong written and verbal communication skills are essential.

Candidate must be able to prioritize diverse responsibilities effectively, show flexibility and patience, be adept at developing new relationships, and have a sense of humor. Must be able to interact with a variety of individuals and audiences graciously, as well as bring a goal-oriented, entrepreneurial approach to the work; ability to manage sensitive, confidential information.

High proficiency in the Microsoft Office Suite (Excel, Outlook, PowerPoint, and Word) is required; experience with Raiser's Edge donor management software as well as wealth screening tools (e.g., WealthEngine) is preferred. Knowledge of Unitarian Universalism is strongly preferred.

Able to work some evenings and weekends as well as the ability to travel up to 60% of the time, including to the UUA General Assembly annually at the end of June.

How to Apply

People with disabilities, people of color, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. Send cover letter and résumé—indicating "Major Gift Officer" in the subject line—via email to careers@uua.org, via fax to (617) 948-6467, or to Human Resources, UUA, 24 Farnsworth Street, Boston, MA 02210. Email submissions preferred.

About the UUA

The Unitarian Universalist Association is a progressive religious denomination headquartered in Boston's Fort Point Innovation District with offices in Washington, DC and at the United Nations in New York City. Our faith community of more than 1,000 self-governing congregations brings to the world a vision of religious freedom, tolerance, and social justice.

Our normal workweek is 35 hours, we pay 80% contribution towards health insurance premiums, 11% towards retirement (after one year), and have generous paid time-off policies. We are a great place to work and we value diversity. The UUA is an Equal Opportunity Employer. For more information on the UUA, visit us online at UUA.org and uuworld.org.