POSITION DESCRIPTION

Title: Major Gift Officer

Department: Development

Reports to: President and CEO

Classification: Full-Time, Exempt

Summary: Truman Center for National Policy and Truman National Security Project seeks a Major Gift Officer to create and execute a sustainable development program that will broaden Truman’s base of philanthropic support, particularly for major gift ($5k+) prospects. This role provides direct support to the CEO to meet fundraising goals. The MGO also holds a personal portfolio of approximately 100-150 donors and prospects and is responsible for the identification, qualification, cultivation, solicitation, and stewardship in and out of a portfolio.

Our ideal candidate will be an enthusiastic development professional who is eager to build relationships with Truman donors and prospects. They will be able to quickly craft and implement engagement, solicitation, and stewardship strategies for the existing Truman prospect base as well as leverage relationships with members of the Board of Directors and other donors to identify new prospects. The ideal candidate will have experience moving prospects through all stages of the development lifecycle (identification, qualification, cultivation, solicitation, and stewardship) and be comfortable with a large number of prospects in need of qualification and cultivation. They will be able to quickly synthesize information and disseminate it to Truman’s development audiences. The ideal candidate will also be able to work effectively with teams across the organization to share development best practices and integrate development activity into programming across the organization.

Key Responsibilities:

- Sets overall strategy for all development activity, including individual prospects and corporate prospects
- Identifies, cultivates, solicits, and stewards major gift prospects through one on one (virtual) meetings
- Manages a portfolio of major gift donors and prospects including both individuals and corporations
• Works with Boards of Directors to solicit gifts and provide fundraising updates
• Facilitates CEO’s development activity with donors and prospects
• Leads special fundraising campaigns throughout the year including Giving Tuesday and year-end efforts
• Manages development content and outreach including donor communications pieces and messaging to the development audience
• Works effectively with Program Coordinator on the implementation of key projects including development events and activities and prospect material preparation
• Ensures that development policies and procedures, such as gift acceptance policies, are updated and upheld

Requirements:
Successful candidates will have a combination of:

• Bachelor’s degree, with a minimum of three years of experience in front-line development at a non-profit, campaign, or advocacy organizations
• Demonstrated interest in policy and politics
• Sound judgement and critical thinking and decision-making skills
• Comfort engaging donors and prospects virtually as well as comfort working remotely
• Ability to quickly build rapport and relationship with people
• Strong organizational skills with attention to detail, ability to manage multiple projects simultaneously and follow through in a timely manner
• Excellent written and verbal communications skills, with an ability to produce high quality work quickly and consistently
• Willingness to work long hours including nights and weekends as needed, some travel possible, once conditions permit;
• Entrepreneurial and innovative, constantly looking for ways to improve systems;
• Proficient using the Web to conduct research, as well as with the latest versions of Microsoft Word, Excel, PowerPoint, Salesforce;
• Commitment to the values, mission, and goals of Truman Center for National Policy and Truman National Security Project;
• Personable, resourceful, team player, passionate for national security and foreign policy; and
• Deep commitment to Truman values and enthusiasm for advancing strong, progressive, forward-leaning national security policies

Preferred:
• Experience with CRMs (Salesforce preferred)
• Existing knowledge of think tanks and the broader Washington landscape
• Experience leveraging an extensive member base for philanthropic support
Start Date:
Immediately

Location:
Washington, D.C. (This position is currently remote)

Compensation:
Salary range $60,000-$80,000, commensurate with experience. Competitive benefits.

To Apply:
Send a cover letter, resume, relevant writing sample (examples include: a development update, prospect outreach email, solicitation email), and three references to jobs@trumancnp.org. Subject line: Major Gift Officer.

Please visit our websites: www.trumanproject.org and www.trumancenter.org before applying. We are unable to accept phone calls regarding this role.

Truman Center and Truman National Security Project are equal opportunity employers with a strong commitment to diversity. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status. We strongly encourage people of color, transgender, and non-binary people to apply.