



Footsteps Major Gifts Officer Job Description

Job Title: Major Gifts Officer
Reports to: Senior Director of Development
Position Type: Full Time, Non-Exempt

Organizational Overview:

[Footsteps](#) supports and affirms individuals and families who have left, or are contemplating leaving, insular ultra-Orthodox Jewish communities in their quest to lead self-determined lives. We provide crucial peer and professional resources and support as people embrace the challenge to redefine their identities and build new communities. Footsteps nurtures a network of individuals so that they not only survive in their new world, but thrive. Since Footsteps' founding in 2003, the organization has served nearly 2,000 individuals, and in 2022, we expect our budget to reach over \$4 million.

This past year and a half has been a pivotal time for Footsteps. While we were already seeing a steady amount of growth pre-COVID-19, the pandemic and economic downturn forced us to develop creative strategies to support members and staff as we provide the highest quality care for our hard-hit and growing community. This is both an exciting and critical time to join the Footsteps team as we continue to build out our internal structures and capacity to meet the expanding needs of this community.

We are committed to promoting an equitable, safe, and welcoming environment for our members and staff. Footsteps values a culture of respect and inclusive community: honoring personal choice, different sets of beliefs, and diverse lifestyles that promote individuals' rights to determine the course of their own lives.

Position Overview:

Footsteps seeks an articulate, highly organized, relationship-oriented professional to serve as the organization's first **Major Gifts Officer**. Reporting to the Senior Director of Development and working in close collaboration with the entire development team, the Major Gifts Officer will play an integral role in cultivating, soliciting, and stewarding Footsteps' donors through stewardship and cultivation communications, special events and engagement activities, and direct solicitations.

The Major Gifts Officer will work with the Development team to develop and implement cultivation and engagement strategies that will foster donor pipeline growth, donor retention, and increased donor revenue. They will liaise with the CEO and Senior Director of Development to help manage high-level donors and will manage a portfolio of mid-level donors. This role will also project manage fundraising and cultivation events (both small and large-scale), annual appeals, and will be responsible for drafting meeting briefs, proposals, reports, gift acknowledgements, and other correspondences that support the major gift pipeline and moves management. Paramount to this position is the ability to work with a high degree of independence, enthusiasm, and self-motivation.

Responsibilities include:

Fundraising Management (65%):

- Cultivate, solicit, and steward a portfolio of mid-level and major donors (\$500-\$10,000) with the goal of raising \$75,000 in increased revenue from these cohorts in FY22.
- Serve as prospect manager for major and principal donors, including researching current and prospective donors, creating prospect lists around priorities, and developing strategies for engagement. Prepare briefings, talking points, and call reports for Footsteps senior leadership
- Working in collaboration with Development and Program teams, create compelling cases for support around Footsteps' priorities. Draft proposals, impact reports, gift acknowledgements, and other personalized correspondences for individuals and family foundations

Special Events (35%):

- Serve as co-lead on large-scale events (i.e. gala) and project manager on cultivation and stewardship events
- In collaboration with Senior Director of Development and events team, help develop revenue goals, revenue structure, sponsorship packages, and all other fundraising elements of events
- Prepare and mail personalized invitations, solicitation letters, and acknowledgment letters for high-level event donors
- Collaborate with the communications team on public event invitations, content, and registration

Qualifications:

- Commitment to and passion for Footsteps' mission and values
- Minimum of 5 years' relevant work experience, with at least 2 years' experience in individual giving and track record of closing 4-5 figure gifts.
- High level of comfort working with at least one CRM/fundraising database software
- Outstanding written and verbal communication skills
- Superb interpersonal communication skills and demonstrated ability to build relationships with current and prospective donors and to work collaboratively with colleagues and partners
- High degree of initiative, organization, and follow-through
- Flexible work style, with the ability to work under tight deadlines and shifting priorities
- Responsible self-starter and able to work independently
- A commitment to documentation and institutional knowledge
- Proficient in Microsoft Office, including Word, Excel, and PowerPoint

Preferred Experience and Competencies:

- Track record of working on large-scale fundraising events
- Experience using Salesforce and Asana
- Ability to express Footsteps' mission and goals with clarity, passion, and persuasion
- Good understanding of philanthropy in the human rights and social justice sectors
- Curiosity in all aspects of your work
- Comfort with technology (Excel, Zoom, e-blasts, Gmail merges, digital invites, etc.)

Location: New York City, Temporarily Remote

Start Date: Immediately

Salary: \$70,000 - \$80,000

COVID update: All staff are required to be vaccinated and are required to wear masks while in the office. The office is currently closed to members and visitors, and all program offerings and services are happening remotely or outdoors.

How to Apply: Please send your resume and cover letter to opportunities@footstepsorg.org and indicate your name and “Major Gift Officer” in the subject line. **We will be reviewing applications on a rolling basis, so we encourage you to apply soon.**

Team + Benefits:

You will be joining an amazing team of passionate, mission-driven colleagues. We offer a competitive benefits package that includes: 10 vacation days in the first year; 12 paid holidays; 5 sick days; 5 personal days; summer Fridays; four weeks of paid parental leave in the first year; health, dental, and vision insurance; 3% match for IRA retirement plan; flexible spending accounts for health care and transit; and a professional development stipend.

In recent years Footsteps has further deepened its commitment to Diversity, Equity, and Inclusion. We understand that each individual brings a unique and important perspective to the work. This is often complex and allows us to grow as an institution and as people.

Footsteps is an equal opportunity employer. Immigrants, people of color, formerly ultra-Orthodox individuals, LGBTQIA people, people with disabilities, and people who come from poor and working-class backgrounds are strongly encouraged to apply. Footsteps does not discriminate on the basis of race, color, religion, sexual orientation, gender identity or expression, national origin, age, disability, marital or veteran status, or any other legally protected status.

We thank you for your interest in career opportunities with Footsteps. Due to high volume, only those candidates selected for an interview will be contacted.