

Major Gifts Officer

Lake Pontchartrain Basin Foundation (LPBF)—New Orleans, LA

Organizational Overview

The LPBF is a non-profit organization whose mission is *“the restoration and preservation of the Lake Pontchartrain Basin for the benefit of this and future generations”*. Since its inception in 1989, the LPBF has been driven by community action to create programs that build community while preserving and restoring the Basin for public access and enjoyment.

Position Summary

LPBF is seeking a proven & successful Major Gifts Officer with experience in the non-profit environment. Under the direction of the Development Director (DD), the Major Gifts Officer serves as a key team member of and a strategic advisor to the DD. The Major Gifts Officer is responsible for planning, implementing and coordinating the individual major donor program to ensure the successful attainment of LPBF’s major gifts annual fundraising goals & build and expand the individual donor base. Additionally, the Major Gifts Officer is responsible for the direct solicitation of gifts, as well as, for coordination of other staff and board members in their cultivation and solicitation efforts.

Duties & Responsibilities

- Develop the plan & budget and assist in the development of goals & strategies.
- Track & report on the annual progress and milestones toward goal achievements.
- Identify research and qualify prospective donors.
- Develop and manage a portfolio of prospects for cultivation & solicitation.
- Initiate contact and meet with existing & potential donor prospects.
- Develop cultivation strategies for donor prospects.
- Initiate solicitations & move potential donors toward closure.
- Identify opportunities to network with donors and prospects.
- Produce materials & tools to communicate regularly with donors and supporters.
- Maintain confidentiality of all donor issues & activities.
- Ensure quality donor communication follow-up.
- Identify and implement opportunities for donor recognition, stewardship & appreciation.
- Represent LPBF positively in the public at all times.
- Maintain accountability to all LPBF administrative systems and procedures.

Skills and Qualifications

- Bachelor’s degree and 3 years related experience in a nonprofit environment.
- Self-starter with strong initiative, drive, sense of urgency & ability to work with a high degree of autonomy.
- Excellent relationship & networking skills.
- Proven & effective team and project management skills.
- Knowledge of the LPBF scope of coverage preferred.
- Strong leadership skills & presence.
- Commitment to LPBF’s mission.
- Excellent team & organizational skills with attentiveness to details & results.
- Excellent oral & written communication skills.
- Ability to effectively work with people of diverse backgrounds & experiences.
- Proficient in Microsoft Office Suite.
- WordPress or other website management software.
- Social media knowledge & management.
- Proficient in online donor database.
- Must have flexible schedule & be available as needed.

Qualified applicants seeking consideration should forward a cover letter expressing their interest, qualifications and experience and a resume to frank@saveourlake.org. Applications accepted through February 16, 2018. No inquiries please—candidates will be notified of follow-up interviews. EOE.