**Major Gift Officer**

**Organization:**

SOS Children’s Villages USA (“SOS-USA”) is the United States philanthropic affiliate of a large worldwide Federation, SOS Children’s Villages International. A public charity, SOS-USA draws revenue from sponsors of children and villages, sustainers, major donors, foundations, and corporations, across direct mail, digital and direct cultivation.

**The Opportunity:**

Reporting to the Senior Director of Development and Corporate & Foundation Relations, and working closely with the incoming CEO, the major gift officer will develop and execute strategies to cultivate, solicit and steward five, six, and seven+ figure gifts from a portfolio of ~150 high net worth donors and prospects. This position will play a key role in developing the major gifts pyramid and pipeline of donors that projects revenue over a two to three-year rolling period.

**Key Responsibilities:**

Duties and responsibilities include but are not limited to:

* Articulate a clear mission-oriented value proposition for major donors and impact investors.
* Develop, steward, and manage a portfolio of ~150 high net worth donors and prospects that are capable of generating significant support for SOS Children’s Villages with a preference toward securing multi-year commitments.
* Organize donor cultivation events with high potential return on investment with senior leadership, SOS alumni, board members and advisory board members.
* Employ moves management methodologies within the portfolio in order to secure new gifts, gift renewals or upgrades.
* Manage a dynamic calendar to ensure donor meetings and solicitations that establish or strengthen donor relationships for long term support.
* Create donor correspondences such as letters, emails, funding proposals, pitch presentations, and stewardship reports.
* Maintain accurate and up-to-date records of interactions with donors through regular input into the CRM database.
* Work collaboratively with other departments within the development office that could assist the major gift program, e. g. annual programs, corporate and foundation relations, and marketing.
* Become an expert in, and make efficient use of, organizational assets for the purpose of effective donor communications and stewardship, using and repurposing available resources and opportunities.
* Develop a strong report with colleagues internationally throughout the Federation to share best practices.
* Clearly articulate the organization’s core mission, vision, values, and strategic priorities.
* Commit to aspire for and maintain, report, and respond to the required conduct of the Child Protection Policy of SOS International. ([Safeguarding children - SOS Children's Villages International (sos-childrensvillages.org](https://www.sos-childrensvillages.org/getmedia/4e73783b-610a-473b-b40c-d7e7e6f14797/Child_protection_policy_English_version_2017.pdf)))

**Qualifications:**

* Bachelor’s Degree from an accredited college or university and a minimum of 7 years of relevant work experience.
* Must be a self-motivated professional with a proven success record in frontline fundraising or related field.
* Experience working in international non-governmental organizations.
* Excellent interpersonal and communication skills are essential, both written and verbal.
* Working knowledge and experience in fundraising database/CRM systems.
* Demonstrate a commitment to diversity, equity and inclusion.
* Must possess a strong work ethic, have confidence, take initiative and be an enthusiastic team player.
* Proficient in Microsoft Office.
* Ability and willingness to travel domestically (approximately once/month); and
* Passion for the UN Sustainable Development Goals and the mission of SOS Children’s Villages.

Preference will be given to candidates with ready access to a major airport.

SOS Children’s Villages is an Equal Opportunity Employer. We value diversity – in backgrounds and in experience. We encourage all qualified applicants, including minorities, women, protected veterans, and individuals with disabilities to apply.