

WASHINGTON STATE
OPPORTUNITY
SCHOLARSHIP

Position: Major Gifts Officer
External Title: Philanthropy Advisor
Reports to: Development Director
FLSA Status: Exempt
Category: Regular, Full-time
Location: Seattle, WA
Salary Range: \$86,868 to \$106,172

SUMMARY:

Across the state, Washington has more science, technology, engineering, math (STEM) and health care jobs than it can fill, yet our higher education system cannot keep up with the demand for skilled employees. The Washington State Opportunity Scholarship (WSOS) is a unique public-private partnership designed to address our talent shortage. WSOS fuels the state's economy by providing scholarships and a continuum of support services to low- and middle-income undergraduates who are pursuing high-demand STEM and health care degrees in Washington state.

The **Philanthropy Advisor** is a highly skilled, experienced and results-oriented major gifts professional. The successful candidate is an excellent relationship steward whose critical work is measured, strategic, timely and progressive. The Philanthropy Advisor will report to the Development Director and work closely with the Executive Director in the management of the major donor portfolio including corporate partners, individuals and foundations. The goal is to raise \$100 million in private funds, matched dollar-for-dollar by the state, over the next six years. This person is a key member of WSOS' five-person Development department.

This is a rare opportunity for a talented individual with top notch communication skills, drive and initiative to create a major gifts program for a thriving nonprofit that has already raised ~\$200 million since its launch in 2011. The Philanthropy Advisor will be responsible for meeting an annual revenue target to advance the mission of the WSOS. The nonprofit leader in this role will help donors meet their philanthropic goals and double their reach and impact through investment in the lives of Opportunity Scholars across our state.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES:

- Design, develop and implement a major giving program
- Set and achieve annual fundraising goals (new, renewable and incremental revenue) in partnership with the Development Director and Executive Director
- Lead in each step of the donor pipeline including identification; qualification; cultivation; briefing; request for support; prompt follow up and reporting, stewardship and recognition
- Develop a caseload and plan for 100 – 150 qualified donors including face-to-face interactions, calls and asks
- Measurements of success in this role are number of meaningful connections, stewardship actions and asks; execution against individual plans; donor performance year over last; and total dollars raised
- Maintain the highest ethical standards of the fundraising profession

POSITION REQUIREMENTS:

Education and Experience

- Bachelor's degree (or equivalent experience), ideally in fundraising, nonprofit or business administration, communication or other related field
- CFRE, CFRM or other fundraising certification is desirable
- 10+ years demonstrated major gifts experience with a track record of building donor relationships and closing large gifts in excess of \$500,000
- Building and maintaining key relationships

Core Competencies

- Demonstrate commitment to collaboration through active participation as a team member, focus on accomplishing team goals rather than a personal agenda and a willingness to contribute
- Provide evidence of a growth mindset through examples of taking initiative to expand knowledge and skills and regularly seeking feedback and coaching
- Show skills pertaining to developing and motivating others as shown by identifying positive attributes in others and concretely reinforcing them
- Demonstrate dedication to actions that promote social justice and racial equity

PREFERRED QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Donor engagement strategies
- Highly effective donor communications
- Moves management
- Nonprofit fundraising best practices and the local philanthropic landscape
- STEM and/or health care industries
- Systems of power and oppression and how they impact the lived experience of students of color, first-generation college students and students from low-income families
- High-demand (leading or up-and-coming) industry sectors in the state of Washington, particularly those that leverage the advancement of STEM and health care

Skill in:

- Making compelling presentations
- Implementing proven and innovative fundraising strategies
- Use of a donor/constituent CRM such as DonorPerfect or Raiser's Edge and prospect research database such as DonorSearch
- Use of Microsoft Office products
- Use of SmartSheet

Ability to:

- Manage multiple priorities and meet ambitious timeline and fundraising targets
- Work cooperatively and effectively with others to set goals, resolve problems, and follow through on implementation
- Build and maintain strong donor and staff relationships

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- Demonstrate leadership, initiative, collaboration and interpersonal skills
- Demonstrate sensitivity to donor information
- Thrive working independently and under supervision in an energetic, fast-paced team environment

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

- Valid Washington state driver's license
- Proof of a reliable means of transportation
- Must pass criminal background check
- References will be required of short-listed candidates

WORK ENVIRONMENT:

- Occasional lifting of up to 20 pounds; regular walking, sitting, bending, twisting, and reaching
- Completing work consistently on a personal computer in an open office floorplan
- Local travel up to 60% percent of the time
- State-wide travel up to 5% of the time
- Evening and weekend donor event attendance as needed
- Occasional overnight travel within Washington state as needed

BENEFITS:

- Competitive salary commensurate with experience
- Health, dental, vision and prescription coverage; long-term disability, short-term disability and life insurance
- Paid time off (PTO) and holidays
- Matching 401(k)

HOW TO APPLY:

The position will remain open until filled. To apply, please send all of the following documents:

- Cover letter outlining your interest in the position
- Resume highlighting relevant aspects of your experience
- Personal diversity or equity statement (maximum of 300 words): *The purpose of this statement is to identify candidates who have professional skills, experience and/or willingness to engage in activities that would enhance organizational and educational equity.*

Please email the above to jobs@waopportunitiescholarship.org.

Equal employment opportunities and diverse staffing are fundamental principles of WSOS. To learn more about the Washington State Opportunity Scholarship, please visit www.waopportunitiescholarship.org. People who have personal experience as a first generation, under-resourced, or underrepresented student like the majority of those WSOS serves are especially encouraged to apply.