



# POSITION DESCRIPTION

Position Title:	<b>Major Gifts Officer</b>
Candidate:	Vacant
Department:	Advancement
Supervisor:	Senior Major Gifts Officer
FLSA:	Full Time/Exempt
Salary:	\$110K
Effective Date:	ASAP

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## OUR IMPACT

For nearly 50 years, Samaritan House has been leading the fight against poverty in San Mateo County. We're the only organization that delivers the full breadth of essential services and personalized support to the working poor. By ensuring our clients are fed, clothed, healthy, and housed, we help them create their own stability and remain an active, successful part of our community. After all, an enduring community is only possible when every person has the resources they need to live.

## OUR CULTURE

We're passionate about providing our employees with a supportive work environment and experiences that help them grow. We offer excellent opportunities for individuals with proven strong, creative, results-driven leadership skills and stellar work ethics. We welcome candidates who love working with people of diverse backgrounds and want to make a difference by fostering community care for our neighbors in need.

## YOUR IMPACT

The Major Gifts Officer will possess a blend of frontline fundraising experience and will be an integral member of the Major Gifts team with a focus on securing gifts of \$2,500 and up, in partnership with the Senior Major Gifts Officer, CEO, Director of Development, and Board. Reporting to the Senior Major Gifts Officer, this position is responsible for cultivating and maintaining a significant base of major gift support from individuals located primarily within San Mateo County, CA. This person will be responsible for developing relationships with existing major and planned giving donors; assisting with and implementing annual year-end major gifts campaigns; identifying prospects; and cultivating, soliciting, and stewarding both new and existing donors for annual support. This position will be hybrid, working 2-3 days onsite at Samaritan House headquarters in San Mateo (health officials' guidelines depending).

## JOB REQUIREMENTS

Preferred Requirements include but are not limited to:

### EDUCATION:

CG

- Bachelor's degree

**EXPERIENCE:**

- Demonstrated experience, success, and progressive responsibility in fundraising with a minimum of three to five years' experience
- Proven track record of closing five-figure+ gifts

**CERTIFICATIONS, LICENSES and SPECIAL SKILLS DESIRED:**

- Proficiency in database management, Microsoft Office Suite, and other computer skills, as required
- Advanced fund development and major gifts training a plus

**GENERAL REQUIREMENTS:**

- Passion for Samaritan House's mission to fight poverty and lift lives in San Mateo County
- Exceptional ability to understand the needs and motivations of others, find common ground and synthesize information into compelling narratives
- Ability to set goals strategically and oversee execution
- High level of discretion and ethical approach to fundraising
- Proven ability to interact and influence philanthropic leaders
- Experience motivating and collaborating with high-profile volunteer leadership and senior executives
- Ability to work cross-functionally with various internal and external constituents of diverse backgrounds
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines
- Excellent written and verbal communication and presentation skills
- Ability to work from a dedicated home office, which allows for private and confidential conversations on remote work days
- Valid driver's license & insurance and/or reliable transportation required for out-of-office travel as required by the position
- Demonstrated ability to exercise appropriate and sound judgment with tact and diplomacy both under normal and stressful situations
- Positive and resilient attitude with ability to maintain grace under pressure, excel and contribute to a collegial and friendly working environment. Have a sense of humor and a collaborative spirit
- Ability to deliver solutions-based approach to problem solving in a timely manner. Ability to be creative and show initiative
- Ability to follow Agency Policies and organize required activities according to Samaritan House policies, procedures and best practices, which include any related federal, state, or local agency requirement
- Ability to work flexible schedules, including evenings, holidays and/or weekends as needed

## ESSENTIAL FUNCTIONS OF THE POSITION

- Hold a portfolio of 120-140 donors. Initiate, deepen, and maintain strong relationships with donors – identifying prospects and cultivating, soliciting, and stewarding existing and new major donors. Regularly reach out to and meet with portfolio donors. Develop new creative ways to involve donors in ways meaningful to them and to Samaritan House.
- Create a plan for each donor in assigned major gifts portfolio that will serve as a foundational communication and marketing plan. Faithfully and on a timely basis, execute that plan, so that individuals on the caseload are retained and upgraded. Re-evaluate and adjust plans as necessary throughout the year.
- Maintain accurate and up-to-date donor records in the fundraising database, and track progress using reports, records, and pipelines.
- Support execution of small-group donor events, in-person tours, and virtual experiences to further engage major donors.
- Strategize with Senior Major Gifts Officer and individual giving team to engage and qualify new major gifts prospects throughout the year.
- As needed, support senior staff members and executive team on direction and execution of their portfolio work.
- Under the direction of the Senior Major Gifts Officer, execute annual year-end major gifts campaign.
- Represent Samaritan House at key local and virtual events.
- Prepare strategy, briefing and debriefing materials for face-to-face meetings with donors.
- Establish and maintain strategic relationships with colleagues in Development & Communications, Programs, and Finance.
- Perform other duties as related or assigned, including special projects and possible management of interns or other voluntary staff.
- Attend trainings and meetings as needed.
- Report and complete any necessary incident reports within 24 hours. Review the incident report(s) and discuss with Supervisor, as needed
- Other duties as assigned.

## WORKING ENVIRONMENT/MINIMUM PHYSICAL ACTIVITIES

Incumbent must have the physical, visual and auditory ability to perform the essential functions of the job and respond to emergencies with or without reasonable accommodations. Reference checks will be performed prior to commencement of employment.

Activities may include but not limited to repetitive hand/arm motion (computer work), extended periods of standing, sitting at a computer workstation, occasional travel, occasional bending, pulling, pushing, reaching, lifting and carrying up to 25 pounds. This position requires mobile

communication.

Position is hybrid: part-time in the office and part-time remote work.

## HOW TO APPLY

Interested candidates will be required to submit a cover letter and resume to:

Samaritan House  
Human Resources  
4031 Pacific Blvd.  
San Mateo, CA 94403  
hr@samaritanhousesanmateo.org  
(650) 294-4336

No phone calls, please! Samaritan House is an equal opportunity employer. Interested candidates for this position will be required to submit a cover letter and resume to:

Because of the volume of applications Samaritan House receives, we regret we are not able to respond to every applicant individually. If your skills and experience are a good match for this position, we will contact you for an interview.

## ACKNOWLEDGMENT

Please sign below in acknowledgment that you have received and understand the description of your job as (job name here).

_____	_____	_____	_____
Employee signature	Date	Supervisor signature	Date
_____		_____	
Director of Human Resources signature		Date	
<input type="checkbox"/> Signed copy provided to employee		_____	
		Date	