



JOB TITLE: Major Gifts Officer

REPORTS TO: Executive Director

STATUS: Full-time 37.5-40 hrs per week

PAY RANGE: \$60,000-\$75,000

MAJOR GIFTS OFFICER

ORGANIZATION OVERVIEW

Generator Makerspace is a vibrant community workspace and innovation hub located in Burlington, Vermont. Our mission is to empower individuals to explore, create, and collaborate through access to tools, technology, and education. We provide a supportive environment for makers, artists, entrepreneurs, and innovators to turn their ideas into reality.

WHAT ARE WE LOOKING FOR IN A MAJOR GIFTS OFFICER?

Generator is seeking a dynamic and experienced Major Gifts Officer to join our team and support our mission. The Major Gifts Officer will have a leadership role in overseeing high-level giving and fundraising efforts. This position is responsible for steering strategic development initiatives and is involved in all phases of the fundraising process from cultivating prospect lists and developing donor outreach campaigns to executing solicitations all the way through to the stewardship arrangements.

DUTIES AND RESPONSIBILITIES:

- Support donors to fulfill their philanthropic ambitions in partnership with Generator.
- Provide excellent, donor-centered customer service.
- Represent Generator and its mission in a professional and positive manner.
- Oversee, plan and execute on annual fundraising initiatives that engage our local and statewide community, support and grow our programs, and achieve contributed revenue goals.
- Set and execute on long-term development strategies to identify prospective donors, provide year-round engagement activities that cultivate & steward donors.
- Develop and maintain a portfolio of 25-75 major donors and prospects with specific cultivation, solicitation and stewardship strategies for each assigned prospect.
- Establish and maintain a moves management process utilizing database and project management tools. Schedule major donor visits with all parties involved– keeping the momentum for engagement moving forward.



- Make direct, face-to-face solicitations, and assist the board and other staff with their solicitations.
- Acknowledge major donors through public and private recognition and ensure all donors receive gift acknowledgements in a timely manner.
- Capture relevant information in internal tracking systems; track donations; run queries for reporting, planning; and invitations.
- Provide regular and accurate reporting to the executive team and Board of Directors.
- Partner with the Senior Director of Programs & Partnerships to engage corporations in educational opportunities and to identify grant opportunities that support programs.
- Build a robust corporate sponsorship portfolio and gain foundational support.
- Research and submit grant applications in collaboration with staff..
- Develop fundraising collateral in partnership with graphic designers and communications staff.
- Plan and attend fundraising events and activities.

OTHER DUTIES:

- Attend Staff Meetings.
- Staff the Board of Directors Development Committee.
- Participate in, and take a leadership role in organizational opportunities, initiatives, and events as requested.
- Other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in business, non-profit management, related fields or equivalent combination of skills and experience is preferred.
- At least 5 years of non-profit fundraising experience preferred with at least 2 years working directly with major donors
- Previous success setting and meeting fundraising goals, through diverse funding streams. Experience seeking out and cultivating relationships that lead to securing individual major gifts (of at least \$5,000) and donations/sponsorships via events.
- Excellent written, verbal and interpersonal communication skills
- Strong knowledge of fundraising databases (Little Green Light or similar), Google Suite including Google Sheets (Excell) and Google Slides (Power Point).



- Skilled in developing key relationships with individuals while building rapport quickly to deliver results. Understands role in growing and protecting Generator's reputation.
- Demonstrate sense of urgency, ability to independently determine priorities, maintain activity on a number of projects simultaneously and meet deadlines and shared and measurable organizational goals.
- Ability to work collaboratively, act innovatively and embrace change. Can mobilize resources through meaningful engagement. Strong supporter of a team environment.
- Ability to organize, prioritize, and lead. Self-motivated and able to thrive in a fast-paced, complex, goal-oriented, team environment.
- Sound judgment, discretion and commitment. Maintain confidentiality and a high degree of accuracy in donor records and other sensitive information. Strong attention to detail and organization.

BENEFITS

- Health Insurance
- Dental Insurance
- Vision Insurance
- 401K
- Generator Membership

*Interested applicants are invited to send a resume, cover letter, and (3) three references to admin@generatorvt.com. Please send pdf files using the following format: *LastName.Resume.pdf*.

Generator is committed to building a work community that is inclusive and represents a vibrant diversity of background, experience, perspective and thought. Candidates across all markers of identity (age, race, gender, ability, communication styles, etc.) are highly encouraged to apply.