

# job posting

## Major Gifts Officer

**Join us at our administrative center located in the historic Cathedral Hill neighborhood!**

YWCA St. Paul is dedicated to eliminating racism, empowering women, and promoting peace, justice, freedom and dignity for all. Come join our team and be a part of an organization that is making a difference in our community.

This key role reporting to the Director of Development will be responsible for raising philanthropic support for annual, planned giving and capital initiatives – taking lead responsibility for the design, development, and implementation of YWCA’s major gift program. The successful candidate will work closely with the CEO and Development Director to execute strategies and achieve development goals.

- This position will cultivate, steward, and grow an active portfolio of donors by applying a donor-centric approach for individual prospects that leads to an increase in donations and ensures the long-term retention of donors.
- Collaborate daily with Program, Marketing, and other Development staff to develop key strategies and donor proposals for new revenue.
- Recruit, engage, and manage 10-15 core executive volunteers. Implement strategies that will increase the value of the volunteer and will motivate them to action.
- Utilize donor database to report, collect and manage 75-150 prospects and donors.

**Qualifications:** Required:

- Bachelor’s degree in related field plus a minimum of 5 years of senior development experience including planned giving programs and familiarity with various vehicles including bequests, trusts, real estate, etc. and a proven track record of raising major gifts.
- Alignment with YWCA mission of eliminating racism and empowering women.
- Ability to develop strong relationships with people and to motivate their participation in philanthropic efforts.
- High comfort level in asking for leadership gifts, working with asset wealthy as well as positioning volunteers to ask for support.
- Demonstrated excellent oral and written communication skills, the ability to work in a positive manner with others.
- Excellent problem-solving, time and project management, and organizational skills to meet tight deadlines.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- High level of discretion and ethical approach to fundraising.
- Proficiency in donor database management, Microsoft Office Suite, internet research, and other wealth screening tools to aid in the moves management process.

YWCA St. Paul offers a competitive benefits package and compensation is dependent on experience and qualifications.

The hiring range for this position is \$72,500 - \$91,000. If you are looking for an opportunity to make a difference and work in a collaborative environment where we celebrate and appreciate each other, **please complete the Employment**

**Application on our website:** <https://www.ywcastpaul.org/careers/>

**Forward application, resume, cover letter to:**

**Email:** [hr@ywcastpaul.org](mailto:hr@ywcastpaul.org) **Fax:** 651-305-1602

**Mail:** YWCA St. Paul, 375 Selby Ave., St. Paul, MN 55102

***YWCA St. Paul is an Equal Opportunity Employer***