



## **Major Gifts Officer**

Habitat for Humanity of Seminole County and Greater Apopka Florida

### **GENERAL SUMMARY**

The Major Gifts Officer at Habitat Seminole-Apopka is responsible for planning, implementing and managing our fundraising campaign. The Major Gifts Officer reports directly to the Chief Executive Officer. The Major Gifts Officer actuates the campaign's tone and management style, including the vision, management, organization, financial direction, and control of all campaign details. The Major Gifts Officer ensures the campaign maintains company standards for planning, reporting, customer service, appointments and attaining pledge goals. Also, the Major Gifts Officer ensures the expenses are planned and controlled and calendar timelines around the plan are met.

### **IDEAL PERSONAL PROFILE**

We are looking for a results-oriented individual with an entrepreneurial spirit and proven project management skills. The successful candidate is well organized, with an eye for detail. The ideal candidate is a team player who can help lead the organization to a "best in class" status while maintaining high morale and customer service levels. Strong written and oral communication skills, problem-solving and decision-making abilities are required, as are the highest standards of ethical behavior. A positive "can-do" attitude with an optimistic view of problem-solving and conflict management is necessary. The ability to train others, such as volunteers, members of the board of directors and fellow staff is desirable. The ability to develop and lead major strategic initiatives is essential.

### **QUALIFICATIONS**

Minimum of 3 years experience in a Major Gifts Officer or equivalent role.

Experience in leading a \$3M+ fundraising campaign(s).

Experience working cross-functionally with internal and external customers to develop and execute an effective campaign.

Proven track record for generating positive results.

Superior interpersonal communication skills.

Outstanding project planning skills.

Experience in the management of campaigns

Experience and background with marketing initiatives.

Exceptional analytical skills

Goal-oriented and self-motivated.

Experience in budgeting and expense control.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Immediately gain and maintain credibility from the executive team, Board of Directors, volunteer leaders, and other stakeholders.

Lead the formulation and administration of a campaign plan, policies and pledge goals to ensure they are carried out with clear objectives. Demonstrate intellectual curiosity using the local market (Seminole County and Greater Apopka / Central FL) as a guide and framework to achieve these goals. Maintain the ability to teach, coach and hold accountable the staff and volunteer team necessary to implement the campaign.

Build and develop an information-based network and database.

Facilitate prospect evaluation sessions.

Enlist and recruit a volunteer campaign leadership team.

Emphasize campaign goals and objectives to achieve overall value through a team of motivated and dedicated volunteers and employees.

Clearly define how the results can be accomplished.

Energize and empower team members to facilitate a shared vision by providing volunteers and employees with responsibility and accountability to implement campaign plans.

Identify training needs and initiate the development of critical members of the committee.

Recommend effective personnel action as needed.

Establish, maintain and communicate operational goals and results to monitor critical indicators and adjust strategy or tactics as needed. Review performance weekly against campaign stands and plans. Ensure the overall targets are met. Recommend and implement a revised action plan to ensure progress toward stated objectives.

Ensure processes and procedures are in place and consistently followed for budgeting, prospect evaluation, appointment setting, marketing and group meetings, the campaign kickoff and victory celebration.

### **COMMUNICATION**

Ability to effectively communicate vision, strategy and tactical plans at all levels.

Passionately speak with facts to facilitate consensus or buy-in.

Ability to ask for input from others and formulate insightful, logical and unbiased conclusions.

Listen, act and think with courage of conviction.

## **LEADERSHIP**

Assess and develop the skills of team members.

Assume Coach's role to the Campaign Chairs and challenge the organization to be true to the overall campaign objectives.

## **PERSONAL SKILLS**

Strong work ethic and ability to deliver results and meet commitments.

Ability to think strategically, innovatively, yet pragmatically, and balance planning with execution.

Commitment to excellence in service, performance and execution.

Inquisitive – ask thought-provoking questions and challenge the status quo.

Ability to inspire and influence people and effectively drive change.

Exceptional organizational and planning skills, strong analytical capabilities and process orientated.

Pleasant and professional demeanor.

## **PHYSICAL DEMANDS**

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee must regularly stand, walk, talk or hear. The employee must often reach with hands and arms, stoop, kneel, crouch, or crawl. The employee must regularly sit. The employee must occasionally lift and move up to 30 pounds. This job's vision abilities include close, distance, peripheral and depth perception.

## **TRAVEL REQUIREMENTS**

This position must be available to travel as needed to support the organization's initiatives.

**Deadline to submit resumes – 2/3/2023**

**Please submit resumes to [pseater@habitat-sa.org](mailto:pseater@habitat-sa.org)**

Habitat Seminole-Apopka is an equal opportunity employer and prohibits discriminial and harassment of any kind. Our organization is committed to equal employment opportunities for all and providing employees with a work environment free of discrimination and harassment.