



Director of Major Gifts

DESCRIPTION

Island Housing Trust (IHT) seeks an outgoing, energetic and goal-oriented Major Gifts Officer to partner with key stakeholders to expand giving through effective major donor engagement strategies and volunteer management. In collaboration with the Executive Director, the Major Gifts Officer will be responsible for helping Island Housing Trust reach its fundraising goals by identifying, cultivating, soliciting, and stewarding leadership, major and principal gifts. This individual will manage a portfolio of 150 high wealth prospects, many of whom live on Martha's Vineyard in the summer and elsewhere the rest of the year, by designing and developing solicitation strategies; identifying gift opportunities that match donors' interests; and personally soliciting gifts and continually stewarding major donors.

Ideally, the Major Gifts Officer will reside on the island during the summer months with the option to work remotely on the east coast (Boston, New York City, etc.) from September – April. This is a full-time, 40-hour a week position.

RESPONSIBILITIES

- Work with the Executive Director and other key stakeholders to develop and implement cultivation and solicitation strategies. This includes building, managing and soliciting a portfolio of major gift prospects, giving primary focus to top prospects.
- Maintain an annual "Top 25" pool of prospective major gift donors who will be solicited in the next 12-18 month period.
- Conduct personal visits with major donors and prospects, scheduling a minimum of 8-10 substantive visits monthly for the purpose of field research, cultivation, solicitation, and stewardship.
- In partnership with the Executive Director, secure social impact investments for IHT development projects from major donor prospects.
- In collaboration with key staff and volunteers, identify, develop and cultivate a significant prospect pipeline as part of the organization's evolving fundraising strategy.
- Travel to prospects during the off-season when they are living off-island for the purpose of prospect and donor cultivation, solicitation, and stewardship.
- Recruit, train and manage an engaged and enthusiastic volunteer fundraising committee that will help connect new major prospects to IHT.
- Ensure that all major gift prospect approaches by both staff and volunteers are well-coordinated.
- Assist volunteers who are hosting small cultivation events.
- Prepare written proposals, gift agreements, funder pitches, and other materials needed to

define, secure and document major gifts.

- Effectively utilize DonorPerfect to maintain records of contacts with donors and prospects; analyze potential donor research materials including DonorSearch to target appropriate givers; and track, evaluate and present relevant giving information.

QUALIFICATIONS

The Major Gifts Officer will be an engaging and high energy individual with a passion for increasing affordable housing on Martha's Vineyard. The ideal candidate will have ties to the Vineyard and be a mid-level leader with a minimum of a bachelor's degree and 7-10 years of experience in major gift fundraising. Preference will be given to candidates with a documented record of successfully closing gifts in the six and seven figure range. The ideal candidate for this position will possess the following qualities and attributes:

- Commitment and ability to representing IHT with enthusiasm, warmth, and professionalism
- Ability to establish, cultivate and steward strong professional relationships with stakeholders to build lifelong partnerships that will align their passions with the mission, priorities and goals of IHT
- Collaborative problem solver who brings an entrepreneurial approach to designing personal donor engagement strategies
- Innovative, self-motivated, able to manage multiple projects while working both independently and as a team member
- Exceptional interpersonal, written, and oral communication skills
- Strong organizational and time management skills
- The ability to calmly switch gears when priorities/objectives change
- A can-do attitude and willingness to go the extra mile in service of our mission
- A minimum of a Bachelor's degree is required

SKILLS

- Highly proficient in Microsoft Word, Excel, and PowerPoint
- Strong familiarity with DonorPerfect or other CRM systems and procedures a plus

TO APPLY

To apply for this position, please email a resume and cover letter to our search firm, Sage Advancement Group, at info@sageadvancement.com with the subject line **Island Housing Trust**. No phone calls, please.