



IMAGE COURTESY OF THE CITY OF SEATTLE AND JAMES CORNER FIELD OPERATIONS



## MAJOR GIFTS OFFICER

### ABOUT FRIENDS OF WATERFRONT SEATTLE

Over a decade in the making, Waterfront Seattle is a once-in-a-generation opportunity to fulfill the public’s vision for our city’s waterfront: beautiful public spaces for all, a salmon-friendly seawall, and year-round activities for culture, education and fun. Seattle’s future waterfront will be a lively mixing ground for our community while nurturing our nearshore environment.

**Friends of Waterfront Seattle** (“Friends”) is the City of Seattle’s nonprofit partner responsible for helping to fund, build, steward and program the Waterfront Park— today and into the future. In addition to raising funds to support park construction, Friends will manage the programming and operations of the future Waterfront Park through a joint delivery partnership with Seattle Parks & Recreation.

Friends is responsible for raising \$200 million for the Campaign for Waterfront Park, which includes \$110 million for construction and \$90 million for operations and programming. This will be achieved through major and annual individual giving, institutional giving, and corporate sponsorships.

### THE POSITION

Reporting directly to the Associate Chief Philanthropy Officer, the Major Gift Officer – an energetic accelerator of major gifts – identifies, cultivates, and builds a robust portfolio of high-level gift prospects and donors that generates five- and six-figure gifts. This position is a new leadership role, providing support to Friends’ growing major gift program. The Major Gift Officer works closely with a range of diverse, sophisticated donors, raising significant gifts that meet or exceed all activity metrics and revenue goals. The Major Gift Officer is responsible for advancing best practices in moves management, travelling and meeting with donors throughout the Seattle region. This position will be based in Seattle, with the ability to work remotely until able to safely relocate there.

## MAJOR OBJECTIVES

Within the first 12 to 18 months, the Major Gift Officer will achieve the following major objectives:

- Serve as lead and key contributor in soliciting and closing major gifts up to the six- and seven-figure level.
- Successfully engage with high-net-worth donors, while exhibiting confidence, trust, sensitivity, discretion, and professionalism.
- Uphold a strong moves management system that ensures team accountability and performance and builds an increasing base of major and leadership gift prospects and donors.
- Continue to build on the remarkable success of the Friends' historic campaign.

## RESPONSIBILITIES

The Major Gift Officer will have the following primary responsibilities:

- Build, qualify, cultivate, and solicit a portfolio of 150-200 current and new donors and prospects capable of making gifts at the \$10,000+ level.
- In close coordination with the Associate Chief Philanthropy Officer, plan, develop, and implement a targeted, integrated cultivation strategy for the assigned portfolio that builds a pipeline for strategic gifts, primarily from new high-net-worth donors and prospects.
- Act as principal donor strategist for each prospect in the portfolio with specific responsibility to develop a written donor strategy and relationship record of all interactions.
- Provide complete and accurate activity reports on moves management on a regular basis that include detailed call reports, revenue forecasts, data analytics, and other accomplishments.
- Collaborate and engage the program team in donor cultivation and stewardship to bring the philanthropic potential of Friends' work to donors.
- Assist in setting and meeting annual revenue goals for major gifts prospects with the Associate Chief Philanthropy Officer.
- Develop and maintain positive, collaborative working relationships with Friends' senior leadership, team, board, and volunteers.
- Attend program and fundraising activities as needed, including evenings and weekends.

## QUALIFICATIONS

The ideal candidate will possess most of the following qualifications:

- A genuine and enthusiastic commitment to the vision and values of Friends of Waterfront Seattle.
- A minimum of five years of sophisticated major gifts experience, with a proven track record of closing five- and six-figure gifts in a complex environment. Prior experience in campaigns would be an advantage.
- Proven achievement of building effective, long-term relationships with new and prospective donors, in addition to success in retaining and seamlessly upgrading existing donors.
- Ability to be successful in deadline-oriented settings, both individually and as a collaborative team-player.
- Strong interpersonal, written, and verbal communication skills, including comfort dealing with high-net-worth individuals.
- Deep interest in understanding a range of diverse cultural differences and the ability to work effectively with people from a range of social, ethnic, and cultural backgrounds.
- Dynamic, metrics-focused, team-oriented, servant leader, who enjoys managing up and down and brings a good sense of humor.
- Experience with prospect and donor management fundraising software applications, including Salesforce and/or The Raiser's Edge.
- Ability to travel regularly in the Seattle region (up to 50%) once environmental conditions allow safe, frequent visits.
- A bachelor's degree from an accredited university or college is required.

## COMPENSATION AND BENEFITS

The Major Gifts Officer position is a full-time, exempt position offering an annual salary of \$95-\$115,000, based on experience. Vacation, health care and dental coverage, and transit pass are paid by the organization. The position is able to participate in a defined contribution retirement plan with 3% match by the organization.

## ORGANIZATIONAL VALUES

Friends is an ambitious organization that welcomes diverse qualified team players who, like all members of the Friends team, possess a “do-all-jobs” mentality and strive to achieve excellence in all tasks. Friends offers team members the opportunity to take on significant responsibilities on multi-disciplinary projects in a collaborative, congenial work environment. Friends' culture is one of shared leadership, with an entrepreneurial spirit that promotes a meritocracy of ideas from all team members. Friends is committed to an inclusive, diverse, multi-cultural atmosphere that it envisions for the future Waterfront Park. Friends seeks to employ and engage all communities and cultures including people of color, those with disabilities, and members of the LGBTQ community and to create an environment where everyone feels valued.

## TO APPLY

Send cover letter and resume to [careers@waterfrontparkseattle.org](mailto:careers@waterfrontparkseattle.org). If you need assistance and/or a reasonable accommodation due to a disability during the application or recruiting process, please note in your submission.

Applications will be accepted until the position is filled. Only applicants selected for interviews will be contacted.