Major Gifts Officer

JOB DESCRIPTION

Title: Major Gifts Officer  
Company: Legal Momentum  
Location: New York City, NY  
Modality: Hybrid  
Position type: Full-time/permanent

Legal Momentum Overview:
As the longest serving women’s civil rights organization in the country, Legal Momentum (LM) harnesses the power of the law to advance gender equality, with a focus on the following core priority areas:
  - Gender-based violence
  - Equal educational opportunities
  - Fairness in the courts
  - Reproductive justice
  - Workplace equality and economic justice

In the last five decades, LM has made significant strides in these areas by bringing impact litigation, drafting and helping to enact laws and policies that expand gender-based protections, and creating educational initiatives to inform individuals about their rights.

Job Summary:
Legal Momentum is seeking a highly motivated and experienced Major Gifts Officer to lead its major gifts fundraising efforts. A successful candidate will play a pivotal role in creating and executing a comprehensive fundraising strategy for LM. This position will be instrumental in the successful launch and implementation of LM’s five-year $10 million comprehensive campaign and requires a seasoned professional with a deep understanding of nonprofit development, a proven track record of successful fundraising, and a passion for advancing women's rights.

Reporting directly to the CEO, the Major Gifts Officer will join a growing fundraising team and work in close partnership with the Director of Development – Events and Appeals and the Development Associate. The Major Gifts Officer will work closely with the CEO, the Board of
Directors, and other volunteer leaders to cultivate relationships with individual donors, foundations, and corporations, while also overseeing grant writing, major gifts, planned giving, and other fundraising initiatives. By fostering relationships with major donors and stewarding their engagement, the Major Gifts Officer will play a pivotal role in advancing LM's mission and driving its continued growth.

Responsibilities:

- **Major Gift Strategy:** Develop and execute a comprehensive major gifts strategy aligned with Legal Momentum's mission, goals, and fundraising targets.

- **Donor Cultivation:** Identify, cultivate, and steward relationships with major donors, foundations, corporations, and other potential funding sources.

- **Donor Engagement:** Develop and implement personalized cultivation and solicitation strategies to engage and inspire major donors, including individualized asks, proposals, campaign-related events, and tailored recognition and stewardship opportunities.

- **Grants Management:** Oversee the development and submission of grant proposals, including prospect research, grant writing, and reporting.

- **Fundraising Campaigns:** Collaborate with the development team to plan and execute major gift campaigns, leveraging fundraising best practices and innovative approaches to maximize donor engagement and giving.

- **Prospect Research:** Conduct prospect research to identify and evaluate potential major gift donors, leveraging external resources, donor databases, and networking opportunities.

- **Donor Communications:** Create compelling and persuasive fundraising materials, including proposals, case statements, impact reports, and donor correspondence.

- **Relationship Management:** Develop and maintain strong relationships with major donors, serving as their primary point of contact and providing regular updates on Legal Momentum's impact, initiatives, and opportunities for involvement.

- **Collaboration:** Collaborate with the executive team, legal team, comprehensive campaign committee, and board members to identify funding priorities, align donor interests with organizational needs, and leverage their expertise and networks to support fundraising efforts.

- **Database Management:** Oversee the accurate and timely entry of donor information, interactions, and prospect research into the donor database, ensuring data integrity and leveraging the system for effective donor cultivation and stewardship.

- **Reporting and Analysis:** Track and report progress towards annual fundraising and comprehensive campaign goals, provide regular updates to the leadership team and board, and analyze donor giving patterns to inform strategic decision-making.

- **Life-long Learning:** Stay current on trends and best practices in nonprofit fundraising, incorporating innovative strategies to maximize revenue generation.
Qualifications:

- **Experience:** Minimum of 7-10 years of demonstrated success in major gifts fundraising, preferably in a non-profit or advocacy organization. Experience securing 6-figure gifts required, experience securing 7-figure gifts preferred.
- **Fundraising Expertise:** Strong understanding of major gifts best practices, including cultivation, solicitation, and stewardship strategies, as well as experience with prospect research and donor pipeline management.
- **Relationship Building:** Proven ability to build and maintain strong relationships with high-net-worth individuals, foundations, and corporate partners, with a track record of securing significant gifts.
- **Strategic Thinker:** Ability to develop and implement strategic fundraising plans, identify fundraising opportunities, and think creatively to engage donors and meet fundraising goals.
- **Excellent Communication:** Exceptional written and verbal communication skills, with the ability to craft compelling fundraising materials and deliver persuasive presentations.
- **Collaborative Spirit:** Demonstrated experience working collaboratively with internal and external stakeholders, including executive leadership, program staff, board members, and volunteers.
- **Technology:** Proficiency in using fundraising software and Raiser’s Edge or other CRM platforms to manage donor relationships, track contributions, and generate reports.
- **Results-Oriented:** Strong analytical and problem-solving skills, with a focus on achieving measurable outcomes and exceeding fundraising targets.
- **Organizational Skills:** Excellent project management skills, with the ability to prioritize tasks, meet deadlines, and manage multiple projects simultaneously.
- **Passion for Mission:** Alignment with Legal Momentum’s mission and a strong commitment to advancing women’s rights and gender equality.
- **Education:** Bachelor's degree in a relevant field preferred.

Hybrid work: The candidate for this hybrid role is required to work a minimum of 2 days a week at our New York City office. Applicants who are unable to fulfill this requirement will not be considered.

Salary: Annualized $90,000 – $110,000 full-time (35-hour/week) schedule, commensurate with experience. LM offers a comprehensive package of health, retirement, and paid leave benefits. LM is an equal opportunity employer and we encourage applications from all qualified candidates, regardless of gender, race, color, religion, national origin, age, or sexual orientation.

Application Instructions: To apply, please submit your resume, a cover letter outlining your qualifications and interest in the position, brief writing sample, and a list of three professional references to careers@legalmomentum.org, ATTN: Major Gifts Officer Vacancy.

Applications will be considered on a rolling basis until the position is filled. Early applications
encouraged. Only complete applications will be considered. Only those applicants who are selected for an interview will be contacted.