



# Jackson Street Youth Services

## **Position: Major Gifts Officer**

**Summary Overview:** The Major Gifts Officer is responsible for planning, coordinating, and implementing the individual and business major gifts program to meet Jackson Street's fundraising goals. This position is responsible for direct solicitation of gifts as well as for coordination of other staff and board members in additional cultivation and solicitation.

**About Jackson Street:** Jackson Street Youth Services is a state-licensed, 501(c)(3) private, nonprofit agency that has provided services to thousands of young people and their families since 2001. Jackson Street's mission is to provide safety, stability, and well-being to runaway, homeless, and at-risk youth.

### **Basic Requirements:**

- Bachelor's degree and at least three to five years' experience in nonprofit donor development work.
- Candidate must have strong interpersonal skills and be highly detail-oriented, organized, and able to handle multiple projects at once
- Excellent writing skills
- Ability to be a positive and articulate spokesperson for and advocate of Jackson Street
- Computer competence with communication and reporting
- Can work successfully both independently and as a team member
- Although being a certified fundraising professional is not required, we are looking for someone who understands and has some background for current industry best-practices for nonprofit development

### **Desired Skills:**

- Capital Campaign experience
- Marketing and Public Relations

*All Jackson Street employees must pass Criminal Background check and complete required training.*

### **50% - Manage Major Gifts Program**

- *Strategic Planning:* Assists in the development of short and long-term fund development goals that support our vision to end youth homelessness in our region through strategic expansion of service area and programs.
- *Donor Development:* Leads donor cultivation and stewardship. Works with Staff, Board, Ambassadors, and other staff to build Linn, Benton, and Lincoln county donor constituencies. Helps recruit, train and motivate board and ambassadors to expand local giving by individuals, foundations, and businesses.
- *Donor Prospects:* Plans and implements a major donor strategy including research, profiles, and lead generation.
- *Relationship Management:* Manages relationships with donors and prospects. Works with Development Assistant to ensure timely thank you letters and other correspondence.

- *Appreciation:* Identify and implement opportunities for donor recognition, stewardship, and appreciation
- *Reporting:* Tracks and reports on progress of the major gifts program.
- *Database:* Manages effective systems for tracking and cultivating donors and prospects through the organizational database.
- *Best Practices:* Utilizes best practices to ensure efficient use of resources and best outcomes
- *Committees:* Participates on Board committees, specifically Fundraising and Nominating Committees

## **20% - Special Events and Campaigns**

- *Annual Fundraising Events:* Leads in planning and implementation of special events that support Jackson Street's development goals, including Annual Fundraising Reception and quarterly Ambassador Events. Leads recruitment of volunteers and hosts for special events such as house parties and other benefit events
- *Capital Campaign:* Facilitates development and implementation of lead gifts for a capital campaign

## **20% - Community Engagement, Marketing, & PR**

- *Networking:* Identifies opportunities to network with donors and prospects and engage members of the staff and board as appropriate to make the most of those opportunities
- *Public Facing:* Ensures Jackson Street is represented well in the community through speaking events, community-held fundraisers, business sponsors, and chamber memberships.
- *Ambassadors:* Leads efforts to grow Jackson Street's Ambassador Program; plans quarterly events and regular communication to cultivate current and potential donors and expand community support
- *Marketing Plan:* Develops and implements a marketing and PR plan and materials that support the major donor program.
- *Communication:* Produces materials and tools to communicate regularly with donors, supporters and potential allies

## **10% - General Development Support**

- *Direct Mail:* Works with Executive Director to implement direct mail campaigns
- *Grant Writing:* Supports grant writing efforts. Writes and tracks small grants.
- *Program Support:* Understands program and can help program director and development assistant solicit direct services and in kind donations to support programs

**To apply, submit a cover letter, resume, and 3 references (or reference letters) to**

Ann Craig, Executive Director  
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