



South Michigan Food Bank Major Gift Officer

South Michigan Food Bank Overview

South Michigan Food Bank is 1 of nearly 200 Feeding America member food banks in the country; 1 of 7 in Michigan. Every county in the nation has a food bank to support food needs in the local areas. South Michigan Food Bank serves 8 counties across Michigan, collaborating with 335 local organizations like food pantries, soup kitchens, and other food sites to end hunger in South Michigan. Our mission is to enhance the quality of life for those struggling with hunger throughout our service area. In 2021, we provided 13.9 million pounds of food to nearly 3.8 million families. We have a big vision to address the underlying causes of hunger to help our neighbors thrive. To fulfill this vision, we are seeking transformational support from philanthropists who are passionate about being a part of the movement to end hunger!

General Description and Position Summary

The Major Gift Officer serves as the face of our organization to the philanthropic community and leads efforts to engage philanthropists in realizing our vision. The Major Gift Officer advances three strategic objectives: (1) growing sustainable, predictable revenue for the mission, (2) increasing the number of \$10,000+ philanthropic donors who invest in our mission, and (3) cultivating a culture of philanthropy across the organization.

The Major Gift Officer develops and implements strategies to secure funding from a targeted portfolio of individuals with the capacity to give \$10,000+ per year. Through personalized relationship management, the Major Gift Officer grows the revenue potential from the portfolio annually with specific and measurable goals.

The Major Gift Officer provides each portfolio donor a meaningful, fulfilling giving experience, proactively learning about personal philanthropic passions and soliciting support for mission areas of interest. The Major Gift Officer engages each prospective donor in the mission through personalized conversations, connections with leadership and program team members as appropriate, and other experiences.

The Major Gift Officer leads the cultivation of a culture of philanthropy among donors, volunteers, and staff through strategic communication and collaboration.

Essential Duties and Responsibilities (Other duties may be assigned)

- Manage a portfolio of up to 150 prospective donors with the capacity to make \$10,000+ outright gifts annually
- Raise at least \$350,000 annually from the portfolio, with increasing revenue goals upon portfolio maturity (subject to change each year)
- Achieve activity metrics that serve as a roadmap to the revenue goal: meaningful touchpoints, solicitations, and gifts
- Create and execute individual engagement and solicitation plans for portfolio donors
- Collaborate with leadership, volunteers, and colleagues to engage portfolio donors in a personally meaningful way — serving as the “quarterback” who ensures a seamless donor experience and maximizes every opportunity for engagement
- Engage each portfolio donor personally to qualify capacity, build rapport, and identify philanthropic passions and interests
- Articulate the case for support, key initiatives, and fundable opportunities
- Demonstrate to each portfolio donor the impact of their philanthropy
- Draw on all available resources and support staff to secure prospect research, proposals, and stewardship assets
- Track all plans, interactions, and solicitations in CRM (Bloomerang) in real-time; review records and

reports to ensure accurate portfolio data

- Participate in regular portfolio reviews of progress versus moves management plan and financial projections
- Join other Development team members on meetings with donors in their portfolios
- Attend organization events and use the opportunity to proactively deepen relationships and secure follow-up meetings
- Serve as a subject-matter expert on philanthropy trends and best practices

Qualifications

- At least three years of experience in relationship-based fundraising
- Track record of achieving growing revenue goals
- Experience building a portfolio and increasing value over time through donor-centric relationship management approaches
- Experience cultivating, soliciting, and stewarding \$10,000+ philanthropic (non-event) donations, including \$100,000+ donations
- Ability to distill complex information into coherent stories that build a compelling case for support
- Ability to communicate effectively with internal and external constituencies
- Ability to establish priorities, navigate overlapping timelines, and meet deadlines
- Professional and positive attitude
- Experience with donor databases/CRM

Work Environment

- Work is performed in an office environment with a standard office
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions
- Expected to travel off-site for work-related functions
- Occasional work in a warehouse-type environment
- Ability to work occasional evening and weekend hours, as needed

South Michigan Food Bank is an equal opportunity employer committed to the principles of non-discrimination in the workplace. Candidates will not be discriminated against based on age, race, creed, color, religion, sex, sexual orientation, national origin, disability, marital status, or any other basis that is prohibited by federal, state, or local law.