

Major Gifts Manager

Job Summary:

The Major Gifts Manager is responsible for developing and implementing strategies for securing financial support from a portfolio of current donors and donor prospects. Responsibilities include identifying, qualifying, cultivating, soliciting, and stewarding major donors. In addition, to building and maintaining a Grateful Patient Program. Works independently and as a member of the Foundation team, providing direction to the Foundation President to help with management of their respective portfolios.

Job Requirements:

Education:

1. Bachelor's Degree in public relations, communications, English, or fundraising required.
2. Master's preferred in public relations, fundraising, or nonprofit management.
3. Certified Fund Raising Executive (CFRE) required.

Experience, Knowledge, and Skills:

1. Support the mission, vision, and brand of NorthBay Healthcare.
2. Organize and lead a donor stewardship program by selling NorthBay's mission and vision to donor prospects.
3. Drive and ambition, excellent analytical and oral communication skills.
Computer savvy.
4. 5 years of successful fundraising and direct-solicitation experience.
5. Proven track record of personally closing five and six figure gifts.
6. Experience with philanthropic foundations.
7. Knowledge of planned giving.
8. Superior verbal and written communication skills.
9. Ability to work with a variety of constituencies, including donors, volunteers, patients, and staff.
10. Team and goal-orientated.
11. Natural and optimistic team leader.
12. Resourceful and data-driven work ethic.
13. Must demonstrate the ability to successfully plan and achieve short-term and long-term fundraising goals.
14. Ability to work independently and be self-motivated, utilizing a high level of initiative, judgment, and critical thinking skills
15. Demonstrated experience in managing multiple priorities required.
16. Demonstrated project management skills preferred.
17. Requires travel and flexible schedule, including some weekend and evening work.
18. Outstanding interpersonal skills and the ability to work in a team environment.

Other:

1. Interpersonal Skills: The NorthBay Way is a set of value-based behaviors that are to be consistently demonstrated and role modeled by all employees that work at NorthBay Healthcare. The NorthBay Way principles consist of Caring, Communication, Collaboration, and Competence.
2. Physical Effort: While performing the duties of this job, the employee is primarily sedentary with the ability to lift 40 lbs. during events and occasional projects.
3. Hours of Work: Exempt position

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