



## POSITION ANNOUNCEMENT

### Corporate Major Gifts Officer

Our mission is simple: to bring Oregonians together to improve our environment and build a legacy of stewardship.

For over 50 years SOLVE has been bringing people together to clean our beaches, parks, neighborhoods and natural spaces. With an unstoppable force of thirty thousand volunteers, we are protecting and restoring Oregon's unique places. Our core strengths of engaging and educating volunteers serve as the foundation of our action - to preserve the quality of life we enjoy in Oregon.

**AN OPPORTUNITY TO EXCEL:** SOLVE is seeking a highly motivated development professional with a proven track record of corporate fundraising success to join our dedicated, high-functioning team. The Corporate Major Gifts Officer has the primary responsibility for managing, developing, and implementing an aggressive annual and long-range corporate and government giving strategy. Working closely with the Fundraising and Partnership Director and the Development Team, this person will identify, cultivate, solicit, and steward relationships with corporate and government supporters while fostering strong statewide awareness and financial support of SOLVE.

**TITLE:** Corporate Major Gifts Officer

**REPORTS TO:** Fundraising and Partnership Director

**SUPERVISES:** Senior Development Manager

**BENEFITS:** Comprehensive benefits package, including 401k with employer match, 100% employer-paid medical and dental coverage, with an option for dependents, Medical Flex Spending Account, long-term disability, vacation and sick time, paid volunteer time, 5 days off for summer Wellness Week, and 14 additional paid holidays.

**COMMITMENT:** Full-time/Exempt Flexible schedule. Some nights/weekends as needed. Office location is downtown Portland, Oregon.

**SALARY:** \$64,000 - \$72,000

**APPLICATION DEADLINE:** September 15, 2024

### Essential Functions

#### Sales and Fundraising (70%)

- Manage the comprehensive corporate giving program and lead strategies to meet fundraising goals
- Secure corporate and government support starting at the \$5,000 level, including event sponsorships, annual philanthropic gifts, contracts, and grants to meet or exceed fundraising goals
- Manage and facilitate existing relationships and agreements with corporate and government partners
- Develop and track proposals and reports for foundation and corporate fundraising

- Evaluate SOLVE programs to decide best fit for funding; submit proposals
- Prospect for new donors

### **Strategic Planning (25%)**

- Partner with the Communications Manager to coordinate efforts and collateral materials as needed to ensure that partners are represented appropriately
- Increase the awareness and visibility of SOLVE programs to partner organizations' employees to increase workplace engagement and giving
- Leverage the SOLVE brand with integrity and creativity

### **Metrics and Reporting (5%)**

- Document and maintain clear and timely records and call reports to track contacts, pledges, donations, and special notes; assist in the maintenance of an accurate donor management database
- Other duties as assigned

### **Supervisory Responsibility**

This position supervises the Senior Development Manager.

### **Required Qualifications**

- **Experience:** Minimum 4 years of progressive experience in corporate sales and fundraising or equivalent.
- **Software:** Microsoft 365 suite, DonorPerfect or other donor management system, and Canva/Adobe

### **Preferred Qualifications**

- **Education:** Bachelor's degree in a relevant field or equivalent experience.
- **Language:** Able to speak a language other than English

### **Competencies**

- **Communication:** Ability to convey information clearly, listen actively, and tailor communication based on the audience and situation.
- **Teamwork:** Collaboration with others to achieve common goals, understanding team dynamics, and contributing effectively within a group.
- **Adaptability:** Willingness and ability to adapt to new circumstances, learn from change, and work effectively in various situations, embracing continuous learning and improvement.
- **Time Management:** Efficiently managing your time, prioritizing tasks, and meeting deadlines to optimize productivity and performance.
- **Leadership:** Guiding, motivating, and influencing others to achieve shared objectives, even without a formal managerial role.
- **Emotional Intelligence:** Understanding and managing your own emotions and recognizing and empathizing with others' emotions to build better relationships.
- **Attention to Detail:** Thoroughness and accuracy in tasks, ensuring quality and precision in

your work.

- **Customer Service:** Attending to constituent's needs and concerns effectively, providing exceptional service, and maintaining a positive experience.
- **Partnership Building:** Building and maintaining relationships with professionals in your field, fostering opportunities for collaboration and growth.
- **Decision Making:** Making informed and timely decisions, considering available information, and weighing potential outcomes.
- **Mission Focus:** Demonstrated commitment to the organization's mission and values.
- **Diversity, Equity, Inclusion, and Justice:** Demonstrated in-depth awareness and understanding of one's own cultural background and privilege, how it influences perceptions, values, and practices, and engages in the way they shape their relationship with volunteers, community members, and co-workers.
- **Flexibility:** Flexible schedule for occasional evening and weekend work.

### Physical Requirements

The following physical requirements are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- **Physical Ability:** Duties are primarily performed in an office setting. Position requires the ability to sit and/or stand for extended periods, use a computer for extended periods, and lift 25 pounds. Occasional participation in events may require standing and walking on uneven or varying terrain outdoors.
- **Visual and Auditory Ability:** Required to have visual acuity to operate a computer terminal, read written materials, and communicate with others. Must be able to hear and speak clearly for effective communication.
- **Focus/Memory:** Ability to maintain focus and memory in environments with distractions such as heavy foot traffic, background noise due to public conversations and the gathering of people, etc.
- **Driving:** Able to operate a vehicle for extended periods. (Optional for some positions – must meet an essential function requirement)

**To Apply** Please submit your resumé and a cover letter describing your interest in SOLVE's mission and how your professional experience has prepared you for this position via a Word or PDF attachment to [employment@solveoregon.org](mailto:employment@solveoregon.org) by 5:00pm Pacific Time Sunday, September 15, 2024.

SOLVE is an equal opportunity employer and is committed to expanding the diversity of our team. Women, people of color, and members of the LGBTQIA(+) community are strongly encouraged to apply.