



Mission: Providing free, anonymous access to mental health services for Service members, Veterans, and intelligence officers.

Role Overview:

The Major Gifts Officer (MGO) is responsible for securing financial resources for Sound Off, Inc. The Major Gift Officer will engage in and be responsible for all aspects of the donor development cycle including donor identification, cultivation, solicitation, acknowledgment, and stewardship. This income-generating position reports directly to the Chief of Staff, under the strategic vision of the Chief Executive Officer. This position will be the initial dedicated fundraising position for Sound Off and, as such, will need to provide strategic direction similar to a Chief Development Officer beyond a typical Development Officer. Working in a small start-up culture allows this position to significantly contribute to the strategy and direction of the organization while allowing for growing a diverse skill set.

Role Responsibilities:

- Identify major gift prospects. Analyze and predict donors' capacity and enthusiasm to give.
- Determine solicitation strategy in collaboration with the Chief Executive Officer
- Cultivate major gift prospects, investing the necessary time and energy to build relationships designed to understand the donor/prospect goals with the expressed purpose of resource donation.
- Stewardship of major gift donors. Develop stewardship strategies that continue the major gift relationship for future gifts and planned giving opportunities.
- Lead planning/logistics for specific fundraising and cultivation events.
- Collaborate with the CEO, Board of Directors, and other supporters to empower them to leverage their giving networks
- Execute and report on quarterly/annual fundraising plans and projections, donor solicitations, identification, cultivation, and stewardship effort.
- Track prospects and donor contacts in portfolio using organization tools and tracking methods via SalesForce. Ensure that all donor information entry, storage and special requests are recorded and accomplished.
- Perform other duties as assigned.

Role Qualifications:

- Bachelor's degree, Master's degree and/or CFRE preferred
- Excellent communication skills, both written and oral; ability to influence and engage a wide range of donors and key stakeholders and build long-term relationships.
- Proven fundraising track record in the nonprofit sector
- Proven ability to interact and influence philanthropic leaders.
- Proven ability to research and analyze large groups of data to uncover prospects
- Strong project management skills
- Demonstrated history of securing major gifts over five or more years while working at a growing organization
- Willingness to travel and work irregular hours as needed
- Must be a self-starter who regularly sets and achieves activity and results-driven goals
- Adhere to the highest ethical standards; demonstrate empathetic disposition, and perseverance; reflect optimistic and positive attitude, and convey sensitivity to needs of the donors

This is a remote work position that requires travel for team collaboration and fundraising events. Must be available to manage Veterans Day event.

Salary range is \$90k-\$120k with a competitive benefits package. Interested candidates should send resume and cover letter to elisabeth@sound-off.com. Note: Major Gifts Officer in the subject line.

Sound Off is a growing organization and aims to expand their team when funding and strategy allow. Based on performance, this position would be considered for growth positions.

Sound Off, Inc. promotes a culture of inclusion and seeks talented staff from diverse backgrounds. Sound Off does not discriminate on the basis of race, color, sex, sexual orientation, religion, national or ethnic origin, age, disability, veteran status or any other legally protected factor.