

## **Helen Keller JOB ANNOUNCEMENT**

### **Officer, Major Gifts** *(NYC metro area)*

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities that are striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition, and clear vision, we help millions of people create lasting change in their own lives. Working in 20 countries – across Africa, Asia, Europe, and the United States – and together with a global community of supporters, we ensure every person has the opportunity – as Helen did – to reach their true potential.

The Major Gifts team is seeking an Officer in the NYC metro area to join our team and actively contribute to the growth of our major donor community. The ideal candidate will possess superior interpersonal skills, a proven track record in fundraising, and share our organizational values of rigor, integrity, grit, and compassion.

#### **Background**

The Major Gifts team is at a pivotal moment in which the organization is intentionally growing our community of major donors, and both Board members and staff are energized in the effort.

Candidates who have been part of a development team and are ready to take their career to the next level by managing their own portfolio of donors will find this position especially exciting. The Officer will have the support of a team and coaching from colleagues with extensive major gifts experience.

#### **Functional Relationships**

Reporting to the Director of Major Gifts, the Officer, Major Gifts will work directly with the Office of the President, the Chief External Relations Officer, and External Relations colleagues. This role will interact directly with donors and prospects.

The External Relations department is structured in such a way that the work of each unit supports and reinforces the work of every other unit. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally, are essential to make this structure thrive.

### **Scope of the Position**

The Officer, Major Gifts, has three primary roles. First, this position will manage a portfolio of \$5,000 - \$25,000+ donors and prospects, consisting of tried-and-true donors as well as those giving at lower levels now and believed to be capable of giving more; the Officer will cultivate, solicit, and steward this portfolio, optimally meeting in person with and soliciting increasing numbers of donors in person annually. Although many of our major donors are in the NYC area, this position will also be assigned a portfolio of donors and prospects that reside in other regions of the country. Second, they will deploy and collaborate with Helen Keller staff and volunteer leaders in interacting with major donors and prospects. Third, the Officer will engage donors through events and occasional trips to the field and bring donors and prospects to intimate, salon-style conversation gatherings and events of all sizes.

### **Specific Responsibilities**

- Manage a portfolio of existing donors and prospects, giving or with the potential of giving \$5,000 - \$25,000+ annually and larger gifts for longer range or specific purposes.
  - Oversee lifecycle of giving including identification, cultivation, solicitation, and stewardship.
  - Personally meet and engage organizational leaders in meeting with 50-100 donors and prospects a year, growing the number of donors met with over time.
  - Solicit increasing numbers of donors and prospects in person annually or by helping other staff and Board leaders solicit, optimally through face-to-face meetings.
  - Create donor profiles using research tools, craft meeting objectives, help convene and prepare others to interact fruitfully with donors and prospects.
  - Thank donors compellingly and personally.
  - Help Board and staff leadership engage the portfolio through creative and sustained efforts.
  - Play a proactive role in suggesting donors as potential future Board and Committee members.
  - Track efforts in Raisers Edge.

- Craft and share compelling messages for donors and prospects through phone, in-person exchanges, emails, letters, proposals, reports, follow-up correspondence, and thank you letters.
  - Proactively learn Helen Keller’s programs.
  - Visit with US-based field programs and occasionally visit internationally or staff international donor visits and use these opportunities to deepen knowledge to share with donors and prospects.
  - Develop a depth of relationships with staff and Board in order to share their work with donors and prospects, and where helpful, to make introductions.
- Staff special events and gatherings.
  - Collaborate with Special Events staff and others throughout Major Gifts and External Relations to create, build, and implement effective, inspiring engagement opportunities for donors and prospects.
  - Research attendees, prioritize guest lists, and help staff and volunteer leaders to interact with donors and prospects.
  - Host donors and prospects at events, introduce them to members of the staff and Board.
  - Identify hosts for more intimate events in their homes.
  - Help Board members build their tables for larger events.
- Contribute to overall culture of philanthropic values and donor-centric service.

### **Required Knowledge and Competencies**

- Superior interpersonal skills and ability to form warm and strategic relationships with high-net-worth individuals.
- Excellent verbal and written communication skills.
- Detail-oriented including administrative skills required to manage own portfolio.
- A proven track record of project management.
- Ability to work independently and efficiently in solving problems within a fast-paced and deadline-driven environment.
- Ability to work as a team player.
- Diplomacy, patience, professionalism, and flexibility in managing diverse external and internal relationships.
- Demonstrated ability to exercise an appropriate level of professionalism and discretion when dealing with information of a highly confidential nature.
- Computer literate, including Word, Excel, Outlook, research tools, and proficiency in Raiser’s Edge and/or other fundraising CRM software.
- Passion about Helen Keller Intl’s mission and goals; knowledge of international affairs and global public health a plus.
- Position requires regular office hours as well as some evening and weekend work.

- NOTE: All staff must be vaccinated against COVID-19 in order to work in the New York City office and travel internationally.
- Ability to travel for major donor visits approximately 20% of the time, including ability to travel independently outside of the NYC-metro area.
- Demonstrable respect for all persons, regardless of religion, ethnicity, class, or gender with a high comfort level working in a diverse environment with a commitment to high professional, ethical standards.
- Personal commitment to Helen Keller's mission and goals and the values embodied by our co-founder: rigor, grit, integrity, and compassion.

#### **Education and Experience:**

- College degree plus five years directly related experience, or equivalent combination of education and experience.
- Experience in identifying and securing gifts at least the four- and five-figure levels or staffing membership, annual fund, events, or other aspects of fundraising strategies that directly ask individual donors for gifts.

#### **Compensation**

The midpoint of the salary range for this position is \$76,000 with a minimum of \$60,800 and a maximum of \$91,200. Actual base salary will vary based upon, but not limited to, relevant experience, salary of internal peers, and functional specialty.

#### **To Apply**

Qualified candidates should submit a cover letter and resume to [hki.recruitment@hki.org](mailto:hki.recruitment@hki.org) Applications will be accepted until the position is filled.

**In the spirit of our founder and namesake, Helen Keller  
is dedicated to building an inclusive workforce where diversity is fully valued.**

*We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.*

*We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789.*