



The Gathering Place®
a refuge for rebuilding lives

Major Gift and Planned Giving Officer

www.tgpdenver.org

About The Gathering Place:

Founded in 1986, The Gathering Place (TGP) serves women, transgender individuals, and their children who are experiencing poverty, many of whom are also experiencing homelessness. TGP offers a comprehensive array of services and programs to assist people through every step of their journey in recovering from homelessness and other forms of instability. We are a community of safety and hope where positive relationships, choice, and essential resources transform lives. We believe deeply in the power of our community and continually work to make it stronger. We also believe in hope as an important change agent and hold hope for everyone. Our key values include recognizing individual strengths, building respect and trust, and offering unconditional acceptance.

These values and principles apply to our staff as well as those we serve. As a result, we have a highly collegial, friendly, and supportive work environment where employees can grow and thrive. Our work involves dealing with difficult circumstances that can be emotionally challenging, so we intentionally foster interpersonal connections, encourage authenticity and transparency, and model healthy boundaries as tools for maintaining well-being in this work. We also promote and sustain employee health, well-being, and longevity through a robust Employee Assistance Program (which includes free counseling sessions), paid wellness time, and ongoing professional development opportunities.

This position reports to:

Vice President of Development

Department: Resource Development

FLSA Exemption Status: Exempt, full-time

****In accordance with the [public health order](#) issued by the City of Denver, all TGP staff, volunteers, and contractors must be fully vaccinated. *Vaccination for COVID-19 is now a requirement to work and volunteer at The Gathering Place.* ****

Position Description:

The Major Gifts & Planned Giving (MGPG) Officer is responsible for developing and implementing strategies designed to engage and steward individual major donors and prospects in ways that encourage their substantial philanthropic investment in TGP. The MGPG is responsible for cultivating, soliciting, and stewarding individuals for gifts to TGP of five-figures and above. The MGPG will manage a portfolio of at least 100 high net-worth individuals to raise support for the organization's strategic plan initiatives, operation needs as well as supporting programmatic growth and expansion; this requires that the MGPG work effectively with the organization's executive leadership including TGP's President and VP of Programs and Services to ensure funding proposals are thoughtfully crafted to meet current and future organizational goals. The MGPG will work with the VP of Development to design and implement a Planned Giving program for the organization.

1/6/2022

Key Responsibilities/Outcomes (include but are not limited to):

- Design, develop, and implement a major individual giving program that deepens and expands the existing donor base at all levels of giving, with special focus on growing high-end annual fund and individual major and estate gifts
- Identify, qualify and manage a pool of 100+ individual donors and prospects who have the ability to make contributions of \$5,000 or more
- Grow portfolio value year over year; portfolio fiscal year goal should exceed \$1M from combined major gift and planned gifts by a target date of FY24
- Oversee planned giving solicitations and agreements working with legal and planned giving experts
- Participate in the development of short and long-term fundraising plans and projections and provide progress/status reports
- Maintain and track accurate and timely records of cultivation and solicitation in the database and via moves management, with the support of the Development team
- Shape and edit donor correspondence for cultivation and stewardship, including emails, case for support, funding proposals, donor emails and reports
- Build long-term donor relationships, engaging donors how they wish to engage, taking interest in donors, facilitating personal action and being accountable stewards of donor funds through the entire donor cycle (prospecting, soliciting and stewarding)
- In collaboration and with guidance from the VP of Development, work with the Board of Directors, CEO, and other appropriate executive-level ambassadors, as needed, to cultivate and secure funding. Work with this group to best leverage their expertise and maximize their contacts to result in increased funding
- Work collaboratively across other departments to identify and craft strategies to cultivate and solicit individual funders to achieve robust revenue goals, leveraging existing strategies and infrastructure combined with database tools, metrics, and analytics to segment
- Work with Senior Grants Manager to strengthen relationships with community foundations and high-level philanthropy advisors to build pathways to high-net-work prospects, including donor-advised funds
- Secure face-to-face and/or virtual donor meetings and solicitations to meet annual targets and strengthen sustainability of portfolio
- Work collaboratively and thoughtfully with all TGP colleagues including development, programs, and finance staff in order to provide the highest level of service to donors and prospects
- Contribute to a culture of trust, teamwork, transparency, and efficiency
- Maintain best practices and an understanding of the fundraising landscape including local, national, and international marketplace trends
- Provide strategic, well-formulated, proactive and innovative fundraising approaches to secure new transformational gifts

Required Qualifications:

- At least 4 years of non-profit fundraising experience with 1 year of successful experience directly and regularly soliciting individual major gifts of \$7,500
- Passion and commitment for the mission of TGP, the services we provide, and to addressing the systemic barriers that our members face through a trauma-informed approach
- Commitment to supporting social justice work through fundraising that supports equity, diversity, and inclusion
- Proven track record of meeting or exceeding annual goals of \$1M or at least \$500,000 with demonstrated successive growth in meeting annual major gift goals
- Experience working directly with senior management and a non-profit Board of Directors

- Experience in preparing and conducting solicitations via correspondence, virtually and in-person, including making qualification calls for major donors
- Outstanding interpersonal skills; a high level of comfort with direct donor interaction, including discussions of personal and family finances
- Experience in devising strategies for cultivation and solicitation of donors, organizing events, and other stewardship activities
- Ability to be self-motivated to meet deadlines, manage multiple priorities, be organized, and be detail-oriented to keep up with rigorous relationship tracking that benefits TGP's program over time
- Exceptional written and verbal communications skills
- Willingness to build from the ground up a program for bringing in major gifts/donations
- Ability to motivate and interact effectively with Board, volunteers, donors, and program staff at all levels
- Drive to meet or exceed fundraising goals
- Proficiency of Microsoft Office Suite and basics of fundraising CRMs

Optional/Preferred:

- Lived experience with homeless and/or experience with a behavioral health condition who is maintaining stability preferred
- Relevant non-profit development work experience in behavioral health or a social service organization preferred, and a high level of comfort working with vulnerable or marginalized populations

Physical Activities:

- Must be able to remain in a stationary position 50% of the time
- The person in this position needs to move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer
- The person in this position frequently communicates with members and community partners via telephone, email, and in person. Must be able to exchange accurate information in these situations
- Frequently moves equipment and supplies weighing up to 25 pounds across the building for various needs
- Occasional travel within the Denver Metropolitan area is required. If transportation is by driving a personal vehicle, you must have a valid, current driver's license recognized by the State of Colorado and carry personal auto insurance with minimum coverage amounts specified by The Gathering Place's liability insurance carrier
- Mental acuity to perform the essential functions of this position in an accurate and timely fashion

Five Key Attributes for Hiring at The Gathering Place:

- Positive and willing to learn
- Collaborative
- Open- minded and committed to diversity
- Provider of excellent customer service
- Dedicated to mission

Compensation:

Salary range starts at \$58,687.00- \$ 64,556.00/ annually or more, depending on skills and experience. The Gathering Place offers medical, dental, vision, and life insurance plans, a 403(b) retirement savings plan, a flexible work schedule, generous paid time off (vacation, sick, and holiday time), and a long-term disability plan.

To Apply:

E-mail resume and cover letter to:

Becca@tgpdenver.org

Becca Smith, Human Resources Manager, The Gathering Place, 1535 High St. Denver, CO 80218.

No phone calls please.

The Gathering Place is an equal opportunity employer and is committed to a policy of non-discrimination and equal opportunity for all qualified applicants without regard to race, color, gender, national origin, sexual orientation, religion, age, disability, gender variance, gender expression, marital status, citizenship, creed, ethnicity, veteran status, ancestry and any other protected classification. Applicants of any and all backgrounds are encouraged to apply.