

## Job Description

**Title:** Director of Major Gifts  
**Reports to:** Chief Development Officer  
**FLSA Status:** Exempt

### About the Organization

Over the years, Upwardly Global has supported thousands of foreign-born skilled job seekers in transitioning from poverty or exclusion to quality, thriving-wage careers through its customized program and holistic approach to integrating skilled immigrants into the US job market. Upwardly Global is a data-driven, innovative organization with a bold vision and a fearless spirit operating out of four major US markets and providing remote services to several parts of the country. It is unwavering in its commitment to a diverse and inclusive culture where every voice matters.

### Position Overview

Are you ready to play a pivotal role in a dynamic and fast-paced environment? The Major Gift Officer (MGO) will be a key member of our development team, responsible for identifying, cultivating, and soliciting at least 15 mid-level and major donors annually to secure significant contributions at the \$10,000+ level to support Upwardly Global's mission. This is a new position for Upwardly Global reflective of the continued growth and development of its individual giving program.

We seek an extraordinary individual who is not just highly professional, organized, and resourceful, but also self-motivated and eager to make a significant impact. If you thrive in an environment where your skills and initiative are valued and want to be part of a team that is dedicated to making a difference, this role is perfect for you!

Informed by guidance and strategic direction from the Chief Development Officer, the MGO will

- Implement a new major gift program for Upwardly Global, informed by Upwardly Global's prospect research and current prospect lists.
- Implement a donor solicitation strategy for identified major gift prospects.
- Work exclusively with the National Leadership Council to provide guidance on their giving and increase their corporate giving. In this position, the MGO will work closely with the Upwardly Global staff member currently managing this group.
- Implement and operate a donor stewardship program of the MGO's portfolio.
- Maintain accurate donor profiles on Salesforce.
- Support the tracking and assessment of major gift fundraising metrics, informed by SF data inputs.

### Responsibilities:

#### **Donor Qualification and Research**

- Research and qualify potential mid-level and major donors through qualitative and quantitative data

### **Donor Cultivation, Solicitation and Stewardship:**

- Cultivate and maintain relationships with individual donors, inclusive of National Leadership Council members, and secondary connections of current and past Board members.
- Create personalized communication plans, including regular updates, impact reports, and invitations to events, to keep donors informed and engaged.
- Collaborate with the Development Associate to collate and interpret quantitative data to inform strategies
- Support with developing meeting agendas, fundraising proposals and pitch decks.

### **Fundraising Strategy & Event Participation:**

- Assist in planning and executing donor engagement opportunities to strengthen donor relationships.
- Represent the organization at community events, meetings, and networking opportunities to enhance donor engagement.

### **Knowledge and Skills Required:**

- Bachelor's degree in a relevant field **preferred**
- Minimum of 10 years of experience in nonprofit fundraising, with a strong focus on gift solicitation and donor relationship management.
- **At least 7 years** of frontline fundraising experience, with demonstrated success in cultivating, soliciting and securing five figure gifts.
- Exceptional interpersonal and communication skills, with the ability to articulate the organization's mission and impact effectively and build relationships with stakeholders.
- Strong organizational skills and attention to detail, with the ability to manage multiple priorities and deadlines.
- Proficient in donor database systems and fundraising software (e.g., Salesforce).
- Ability to effectively manage multiple projects simultaneously with limited supervision
- Strong attention to detail.
- Strong knowledge of Microsoft Office (Word, Excel, PowerPoint) **required**; SharePoint preferred.
- Passion for UpGlo's mission is **essential**

### ***Work Environment/Physical Requirements***

- Requires the ability to travel locally and regionally.
- Must be available to occasionally work evening events and weekend sessions (when/if needed).
- Must have reliable transportation depending on region.

***Salary Range Disclaimer***

The base salary range represents the low and high end of the Indeed salary range for this position. Actual salaries will vary depending on factors including but not limited to location, experience, and performance. The range listed is just one component of Upwardly Global's total compensation package for employees. Benefits include a paid time off policy, hybrid or remote work schedule, medical/dental/vision insurance, short-term disability insurance, life insurance, and retirement plan with employer match.

**Salary Range Transparency: \$115,000- \$130,000**

Upwardly Global is deeply committed to building a workplace where inclusion is not only valued but prioritized. We're proud to be an equal opportunity employer seeking to create a welcoming and diverse environment.

**Interested candidates should apply by clicking [HERE](#) and submitting a resume and cover letter.**