

LWW[®]



League of Women Voters

Major Gifts Officer

Remote/Hybrid

Background

The League of Women Voters (The League) was founded in 1920 as a nonpartisan, activist, and grassroots organization by leaders who believed that voters should play a critical role in democracy. Today, The League is at the forefront of voter access, empowering voters, and defending democracy through advocacy, education, and litigation and at the national, state, and local levels. Throughout more than 750 communities around the country, The League is playing a critical role in protecting and ensuring voter access, organizing voters, and “getting out the vote”. Nonpartisan programs, such as VOTE411, serve tens of millions of voters by providing all information needed to cast ballots for every election.

With individual voting rights under attack, and bills that make voting more difficult for women and Black and brown Americans, The League has continued the fight to protect the rights of voters and expand access for those who have been left out of our democratic process. In 2020, The League protected 25 million+ voters through litigation, and 6 million+ people used VOTE411 to find information on over 22,000 different races.

The organization is comprised of two operating functions. The League of Women Voters is a c (4) organization that encourages informed and active participation in government, works to increase understanding of major public policy issues, and influences public policy through education and advocacy. The League of Women Voters Education Fund is a c (3) entity that works to register voters and provide them with election information through voter guides, candidate forums, and debates.

To learn more, visit www.lwv.org.

Position

Reporting to the Chief Development Officer (CDO), the Major Gifts Officer (MGO) will serve as a senior member of the Development team and a lead fundraising strategist for the organization. The successful candidate will help The League forge relationships with new and existing donors to build upon visibility, impact, financial resources, and the overall network. The MGO will join a team of four full-time Development professionals based in the Washington DC office (including the CDO) to manage and expand a fundraising budget of \$12.6M. The ideal candidate must be a highly articulate communicator, a skilled relationship builder, and come with demonstrated success in previous or current fundraising roles. The MGO will be responsible for a variety of fundraising initiatives (listed below).

Responsibilities

Donor Stewardship and Relationship Management

- Collaborate with the Development and Communications Manager to identify potential prospects from the mid-level giving program.
- Manage correspondence, and database updates for donors in portfolio.



- Prepare program performance reports and provide analysis.
- Develop and maintain a strong understanding of The League's mission and programs, maintaining collaborative working relationships with all departments to craft messages for potential major donor program sponsors and partnerships.
- Steward major gift, planned giving, and Leaders for Democracy donors. Respond to donor inquiries, questions, and issues in a timely manner.
- Prepare data and status reports and presentations on the Major Donor program for the Board – including annual and biennial revenue projections and major donor goals.
- Support the League in events, rallies, and mobilizations, needed.

Major Gifts Strategic Planning and Execution

- Develop and implement major gift donor strategies including identification, cultivation, solicitation, and retention for a portfolio of both current and prospective donors.
- Develop funding requests based on the goals of the organization for high net worth individuals and play a lead role in soliciting and closing major gifts.
- Manage and coordinate donor groups to cultivate and request new gifts.
- Execute major gifts materials including briefing memos, proposals and stewardship materials.
- Monitor activity on a regular basis to achieve major gifts revenue goals and assist with review and verification of major gift donor recognition lists.

Legacy and Planned Gifts Strategy and Execution

- Develop and implement strategies that include the identification, cultivation, solicitation, and retention for the Leaders for Democracy program.
- Build relationships within the donors of the Leaders for Democracy program, educating them on League highlights, updates, and priorities.
- Monitor and report on annual giving prospects, donors, and goals to achieve annual giving goals.
- Enhance and expand the existing planned giving program.
- Develop strategy for planned giving engagement and education.
- Maintain and grow the relationship with Stelter, assisting in planned giving strategy and website redesign.
- Provide edits and insight into the digital and mailing planned giving campaigns.

Budgeting and Data

- Oversee the data input and distribution of the annual budget and future fiscal year projections.
- Oversee relationship and strategies related to Wealth Engine data metrics and report generation.
- Help recommend and implement enhancements to the Salesforce platform, improving ease of use and functionality for development.

Qualifications

- At least three years of successful individual major giving experience in non-profit development, including fundraising for an advocacy organization.
- Knowledge of the principles of major donor pipeline management and successful track record of moving donors into higher giving brackets.
- Experience developing tailored cultivation and stewardship plans that exhibit an exceptional understanding of others' priorities, motivations, and interests.
- Competency in prospect identification, cultivation, solicitation, and donor relations.
- Record of successfully engaging leadership and Board members in the fundraising process.

Knowledge, Skills, and Abilities Required

- Deep understanding of Major Gifts prospecting and stewardship.
- Ability to travel with CEO to all donor events locally and outside of DC.
- Careful attention to detail in donor correspondence.
- Reliable, responsive follow up and pro-active outreach.
- Ability to visualize and implement growth of the development department.
- Familiarity Excel, PowerPoint, Canva, Salesforce, and Wealth Engine.
- Willingness to operate in the "grey" as development transitions from manual to automated processes and grows the team.

Compensation and Benefits

League of Women Voters offers competitive compensation, excellent benefits, and a supportive and collaborative workplace culture. The salary range for this position starts at \$120,000 (commensurate with experience). Benefits include medical, dental, and vision plan coverage. This position is available to operate fully remote as needed or in a hybrid model with one – two days a week in-office for candidates in the Washington DC area. Ability to travel will be expected.

This position description is based upon material provided by League of Women Voters, an equal opportunity employer. All qualified candidates will receive consideration for employment without regard to race, color, religion, gender, national origin, disability, veteran status, or any other characteristic protected by law.

To apply for this position, please click [HERE](#).

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