

sage

Advocacy &
Services for
LGBTQ+ Elders

We refuse to be invisible®

SAGE

Major Gifts Officer

Greater New York City Area

drq talent
consulting
experts

sage

Background

SAGE is the world's largest and oldest organization dedicated to improving the lives of lesbian, gay, bisexual, and transgender (LGBTQ+) older adults. Founded in 1978 and headquartered in New York City, SAGE offers supportive services and consumer resources for LGBTQ+ older adults and their caregivers, advocates for public policy changes that address the needs of LGBTQ+ older people and provides cultural competency training for aging providers and LGBTQ+ organizations, largely through its National Resource Center on LGBTQ+ Aging and its growing social enterprise SAGECare.

Position

The Major Gifts Officer is an integral member of the Development Department. Reporting to the Director of Major Gifts & Planned Giving, the Major Gifts Officer is accountable for providing a wide range corporate fundraising and administrative management support for the organization, and specifically the Development department. The Major Gifts Officer assists in the assessment and execution of the agency's fundraising goals, including annual campaigns, revenue generation around all organizational events, researching/prospecting new fundraising opportunities, and supporting other development activities as required. The MGO works with the Director of Major Gifts & Planned Giving in managing all aspects of donor prospecting, cultivation, solicitation, and stewardship and maintains a portfolio of donors giving \$1500+ annually.

Responsibilities

- Steward and cultivate SAGE's major donors, including event donors across the country through virtual meetings, email, telephone calls, written proposals, and engagement activities
- Responsible for liaising with volunteer leadership to deliver SAGE's collective fundraising and goals in key markets across the country including Palm Springs, Los Angeles, New York, South Florida, and other regions where needed
- Strengthen and evolve existing relationships with Investors Circle members and manage, prospect, and build new long-term advocates that result in funding for the immediate and long-term goals and priorities of SAGE
- Draft articles, reports, and emails to our donor list on SAGE's work and solicitation and acknowledgment letters as needed
- Collaborate with the Director of Major Gifts & Planned Giving and Interim Senior Director of Development to ensure a consistent donor experience across all channels
- Manage the drafting, production, and mailing of quarterly stewardship mailings to prospects and donors and biannual direct mail solicitations to major gift prospects
- Create and manage all donor reports, including event revenue, board fundraising, and regular reporting on fiscal year goals

- Support SAGE leadership and board in soliciting significant gifts, including creating background documentation, compelling asks, and follow-up plans
- Improve upon a process-based, data-driven system, including using Salesforce to maximize fundraising efforts
- Serve as a backup resource, assist other team members on specific projects, and ensure and expedite the department's workflow

Qualifications

- Minimum of four years of nonprofit fundraising experience, including frontline fundraising, preferably at LGBTQ+, human services, advocacy, or similar organizations
- Proven work building relationships with donors giving \$1500+
- Excellent writing skills
- Experience in project management skills
- Entrepreneurial mindset and an ability to work well with diverse people
- Ability to plan, multi-task, manage workflow and produce under the pressure of deadlines and unexpected opportunities
- Demonstrated ability to work simultaneously on discrete projects and long-term goals
- Excellent time management skills and the ability to handle many details, focus on task completion and meet deadlines
- Prior experience in the LGBTQ+ or Aging community, especially in collaborating with other organizations and groups within the community to build partnerships and enhance fundraising activities
- Experience using Salesforce is a plus

Compensation Package

This is an outstanding opportunity for a highly motivated individual who is excited to expand their skills and expertise at a growing organization. SAGE is prepared to offer a salary range of \$90,000-\$110,000.

This position is a Hybrid role three days a week.

Schedule: Monday – Friday, 9:30 AM – 5:30 PM, occasional evening and weekend work will occur

SAGE offers a generous benefits package including:

- Medical
- Dental
- 401k and Company match
- Vision

- PTO including Vacation, Sick, and Personal Days
- Life Insurance
- FSA/HRA/Dependent Care

This position description is based upon material provided by SAGE. SAGE is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, ethnicity, creed, color, religion, sex or gender, sexual orientation, gender identity, gender expression, alienage or national origin, ancestry, age, citizenship status, marital or family status, family medical history or genetic information, veteran status, HIV serostatus, military or military discharge status, height, weight, disability or handicap, domestic violence victim status, employment status, socioeconomic status, criminal history or arrest record, sexual or other reproductive health decisions, natural hair or hairstyle, or any other status or characteristic protected by applicable federal, state, or local laws. SAGE is dedicated to this policy, with respect to all matters concerning employment.

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

Sarah Raful Whinston, Principal

Jin Lee, Associate