

# Major Gifts Officer

**Hire Heroes USA**

**Remote**

**Salary: \$150,000 - \$180,000**

## BACKGROUND

### The Organization

Hire Heroes USA empowers service members, veterans, and their spouses to succeed in the civilian workforce. As the nation's leading veteran employment organization, Hire Heroes USA offers personalized one-on-one coaching, professionally revised resumes, mentoring, workshops, a job board, career fairs and more, to tens of thousands of job-seeking veterans annually. We are their partner in success.

Headquartered in Alpharetta, Georgia, Hire Heroes USA has built a national reputation of excellence. Prioritizing transparency, Hire Heroes USA earned a 4-star rating from Charity Navigator and the GuideStar Platinum Seal. Funded exclusively through public donations and private grants, we provide our services at no cost to clients. For more information about our mission, please visit our website [www.hireheroesusa.org](http://www.hireheroesusa.org).

### The Position

Reporting to the Chief Executive Officer (CEO), the Major Gifts Officer plays a critical role in expanding and stewarding Hire Heroes USA's base of high-net-worth donors while strengthening strategic engagement with the Board of Directors. The Major Gifts Officer leads efforts to identify, cultivate, solicit, and steward major donors and takes direct responsibility for organizing and executing key fundraising events.

The Major Gifts Officer serves as the primary liaison to the Board of Directors for all major gifts-related activity, including providing timely updates, managing individual board member communication, and collaborating on network mapping to support donor cultivation. This role ensures alignment and collaboration with the broader development function—including corporate partnerships, individual giving, and grants—by maintaining consistent coordination with the Chief Executive Officer and Chief Development Officer.

## ROLE OVERVIEW

### Donor Identification & Profile Development

- Use research tools, wealth screening, and internal insights to identify and qualify major gift prospects.
- Create comprehensive donor profiles to inform cultivation strategies.

### Major Donor Cultivation & Solicitation

- Build and manage a portfolio of high-net-worth individuals.
- Develop individualized cultivation and solicitation plans.
- Conduct meetings and high-touch outreach to deepen relationships and drive major gift revenue.

## ROLE OVERVIEW (cont.)

### Board Engagement

- Serve as the primary point of contact for the Board of Directors on all major gifts-related initiatives.
- Provide tailored updates on major gifts progress, pipeline activity, and fundraising strategy relevant to the Board's role.
- Coordinate one-on-one communication with Board members to activate their networks, share donor intelligence, and align engagement efforts.
- Lead Board member network mapping exercises to identify new donor prospects and cultivate introductions.
- Prepare Board members for solicitation or cultivation activity with briefing materials and talking points.

### Internal Collaboration

- Partner with the Chief Development Officer and cross-functional fundraising teams to ensure coordinated strategy and consistent donor messaging across channels.

### Capital Campaigns

- Support campaign planning and execution, working with internal and external stakeholders to integrate major gift strategies.

### CRM & Data Management

- Maintain detailed, timely records of donor and board interactions in Salesforce. Use data to monitor progress, inform strategy, and support board reporting.

## THE IDEAL CANDIDATE

**The ideal candidate for the Major Gifts Officer position possesses the following competencies:**

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| <b>Action Oriented</b><br><br>Taking on new opportunities and tough challenges with a sense of urgency, high energy, and enthusiasm. | <b>Drives Result</b><br><br>Consistently achieving results, even under tough circumstances.  | <b>Balances Stakeholders</b><br><br>Anticipating and balancing the needs of multiple stakeholders in a diplomatic fashion. |
| <b>Builds Networks</b><br><br>Effectively building formal and informal relationship networks inside and outside the organization.    | <b>Communicates Effectively</b><br><br>Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences. | <b>Collaborates</b><br><br>Building partnerships and working collaboratively with others to meet shared objectives.        |

## THE IDEAL CANDIDATE (cont.)

### Other Key Characteristics of Ideal Candidate

- **Expert in Donor Identification & Profiling:** Proficient in wealth screening, research platforms, and CRM systems to identify prospective donors and develop tailored donor profiles.
- **Strong Relationship Builder:** Able to develop lasting relationships with high-net-worth individuals and influential stakeholders.
- **Persuasive and Influential Communicator:** Comfortable leading high-level donor conversations and making compelling asks.
- **Strategic and Collaborative Thinker:** Works effectively across departments to support integrated fundraising strategies.
- **Board Engagement Specialist:** Experienced in collaborating with Board members on donor outreach and event planning specific to major gifts.
- **Organized and Results-Oriented:** Manages multiple priorities, donor pipelines, and event execution with efficiency and accuracy.

### Qualifications

- Minimum 10 years of experience in major gifts or high-level donor fundraising with a track record of securing six- and seven-figure gifts.
- Demonstrated expertise in donor identification, research, and profile development.
- Proven success in engaging board members and volunteers in major gifts fundraising.
- Exceptional communication and interpersonal skills, especially with high-net-worth individuals.
- Proficiency in CRM systems (e.g., Salesforce) and donor research tools.
- Strong project management skills with event planning experience.
- Willingness to travel as needed for donor meetings and key events.

## WHO WE ARE

### Work Environment

- This is a full-time, remote position.
- General office environment; temperature controlled.
- Routinely uses standard office equipment, e.g., copiers, phones, computers.
- Travel Required: Up to 50%
- Sitting for extended periods of time

### Our Commitment to Diversity, Equity, & Inclusion

At Hire Heroes USA, we help veterans, transitioning service members, and military spouses secure meaningful employment. We are committed to providing one-on-one personalized support and dedicated guidance to those we serve, helping them build successful careers no matter where they start or where they're headed.

The U.S. military brings together people of any background, experience, and skill set. At Hire Heroes USA, we embrace that same spirit by ensuring that every veteran and military spouse has access to the resources and opportunities needed to thrive in the civilian workforce. We uphold these same values within our own team, bringing together employees with varied skills and experiences to best serve our mission.



HIRE HEROES USA

## COMPENSATION AND BENEFITS

### Salary

\$150,000 - \$180,000, with an opportunity to earn an annual bonus by meeting performance goals.

### Benefits

- Medical, Dental, and Vision coverage (100% employer paid for the employee)
- Short Term Disability, Long Term Disability, and Life Insurance
- Medical Flexible Spending Account
- Dependent Care Flexible Spending Account
- 17 Paid Holidays
- Paid Time Off
- Paid Sick Leave
- Paid Medical Leave and Family Care after one year of employment.
- Paid Short Term Military Leave
- Paid Bereavement Leave
- 401K with company match and immediate vesting
- Employee Assistance Program

## TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by October.

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[Submit an application](#)