



Contractor Position Description: Major Gifts Officer

Position title: Major Gifts Officer – Contractor
FLSA status: Independent Contractor / 1099
Department: Development
Reports to: Chief Development Officer
Project term: 3 months, 15 hours per week
Project rate: \$42/hour

SUMMARY

The Pacific Council on International Policy seeks a skilled fundraiser contractor to lead our major gift and campaign fundraising effort for our Mexico Initiative, and to support institutional major gifts fundraising broadly. The MGO contractor will design and lead a large-scale fundraising campaign for the Mexico Initiative. S/he/they will be responsible for developing strategies for the cultivation, solicitation, and stewardship of donors for the Initiative. S/he/they will also be tasked with supporting major gifts prospecting and solicitation for the Pacific Council's individual donor and corporate membership program for the organization's general operating fund.

Our ideal candidate will have at least five years of nonprofit fundraising experience, preferably with significant experience in major gifts, multi-year fundraising campaigns, and / or foundation relations. They will also have a thorough background in fundraising best practices and experience in Salesforce database management for donor and solicitation records.

The Pacific Council on International Policy has an evolving development structure, and our development team members are generalists who work across several fundraising lines – this contractor role supports the Chief Development Officer, CEO, and VP.

CONTRACTOR DUTIES & RESPONSIBILITIES include the following.

Mexico Initiative Campaign

- Plan and lead fundraising campaign for the Pacific Council's Mexico Initiative
- Research, qualify and cultivate new institutional and individual giving prospects
- Coordinate staff and Board of Directors to execute long-term fundraising
- Write, edit and submit funding applications
- Develop and submit high standard concept papers and project proposals as directed by both the Chief Development Officer as well as the Vice President

Donor Prospecting and Solicitation

- Oversee a portfolio of individual, corporate, and/or foundation prospects including serving as primary solicitor as appropriate
- Manage each step of the donor pipeline, including: identification, qualification through research, cultivation, briefing, request for support and prompt follow up, stewardship, donor recognition, and stakeholder management
- Develop individual donor strategies, along with materials, to renew and upgrade donor gifts

Information Management and Donor Stewardship

- Collaborate with the Chief Development Officer, CEO, and VP to track and enhance donor relationships
- Maintain existing donor/partner relationships
- Conduct donor briefings and updates
- Establish, track and assess major gifts and foundation fundraising metrics

Special Projects

- Support specialized development projects, including any galas and benefit events

CONTRACTOR REQUIREMENTS & QUALIFICATIONS

- Five to seven years of experience in the nonprofit or philanthropic sector
- Proven ability to write detailed gift proposals and reports in a concise manner

PREFERRED CONTRACTOR QUALITIES

- Equivalent of Native fluency in Spanish (written and spoken)
- Demonstrated track record in securing and managing 6- and 7-figure foundation and private sector grants OR managing a multi-year fundraising campaign
- Knowledge of the international relations field and / or expertise in public policy & administration

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While no one person will embody all the qualities enumerated above, the ideal candidate will possess many of those professional abilities, attributes, and experiences.

Due to the pace of this search, candidates are strongly encouraged to apply as soon as possible. In all our practices, the Pacific Council has stated an intention or policy ([pacificcouncil.org/inclusivity](https://www.pacificcouncil.org/inclusivity)) of seeking out and including people who might otherwise be excluded or non-traditional.

ADDITIONAL CONTRACT DETAILS

- This contract term is set for 3 months at a rate of \$42/hour and 15 hours of work per week, with the possibility of renewal.
- All work will be conducted remotely until it is safe to return to the office.
- This is a 1099 independent contractor arrangement.

TO APPLY: Email cover letter and resume to cjones@pacificcouncil.org using the subject line "MGO." No phone calls, please.