

JOB DESCRIPTION

Position: Major Gifts Officer

Reports to: Director of Development

Union Unit: No

FLSA: Exempt

Job Type: Full Time



Position Summary

Centro Legal has grown tremendously over the past few years. In 2016, our organizational budget was \$2.8M. In 2021, our organizational budget was \$22M. Last year we served over 12,551 clients across our practice areas. Centro Legal seeks an experienced fundraising and development professional with a passion for leading diversified donor strategies and major gift solicitation. This individual will implement and establish a new and growing portfolio of major gift donors by designing and developing solicitation strategies with the Director of Development and Executive Director, working closely to help inspire, grow and execute a vision to take our innovative movement lawyering oriented model further. They will identify gift opportunities that match donors' interests; and personally solicit gifts and continually steward major gift donors.

Primary Responsibilities

- Manage a portfolio of 50-100 major gift donors and high wealth prospects who have the capacity to make multi-year commitments of \$2,000 - \$100,000 and above.
- Maintain an annual pool of prospective major gift donors who will be solicited in the next 12–18-month period.
- In collaboration with the Director of Development and Executive Director, identify, develop and cultivate a significant prospects pipeline as part of the organization's evolving fundraising strategy.
- Participate in planning, organizing and supporting events to cultivate and steward major donors.
- Prepare written proposals, gift agreements, funder pitches, and other materials needed to define, secure and document major gifts.
- Effectively utilize the database to maintain records of contacts with donors and prospects; analyze potential donor research materials to target appropriate givers; and track, evaluate and present relevant giving information.
- Maintain donors confidentially and ensure compliance with related policies.
- Other duties as assigned

Qualifications

First and foremost, the applicant must profoundly share Centro Legal's mission and vision of social justice. Qualifications include:

- Bilingual and Bicultural English and Spanish is a plus but not required.
- Bachelor's Degree or equivalent

- Minimum 3-5 years of Development experience, preferably in the areas of Major Gifts or high-value partnerships
- Ability to establish, cultivate and steward strong professional relationships with stakeholders to build lifelong partnerships
- Collaborative problem solver who brings creative approaches to designing personal donor engagement strategies.
- Innovative, self-motivated, able to manage multiple projects well, working both independently and as a team member.
- Very strong writing, editing, critical thinking, and communications skills
- Very strong organizational and time management skills
- Demonstrated commitment to serving low-income communities, Black communities, Indigenous communities, and communities of color
- Alignment with Centro Legal’s values and demonstrable commitment to anti-racist values

Compensation

Salary is competitive and commensurate with experience ranging from \$82,595 to \$90,595. We provide a generous benefits package, including life insurance, LTD, leave policies, vacation, and December Holiday office closure at full pay.

To Apply

Review of applications will begin immediately and continue until the position is filled. Applicants are encouraged to apply as soon as possible. Submit via email: 1) cover letter, 2) resume, and 3) a list of three professional references. Include “**Major Gifts Officer**” in the subject line. Please email application materials directly to jobs@centrolegal.org

POSITION OPEN UNTIL FILLED

About Centro Legal de la Raza

Founded in 1969 and headquartered in Oakland, California, Centro Legal de la Raza (Centro Legal) is a comprehensive legal services and advocacy organization protecting and advancing the rights of immigrant, low-income, and Latino communities through bilingual representation, education, and advocacy. We combine quality legal services with know-your-rights education, affirmative litigation, and youth development, ensuring access to justice for thousands of individuals and families each year throughout Northern and Central California.

For more information, visit our website: <https://centrolegal.org/>

Diversity Statement

Centro Legal’s mission includes advancing social, economic and racial justice. We are committed to fostering, cultivating and preserving a culture of equity, diversity and inclusion within and ensuring a workplace where all staff can flourish and grow professionally and well beyond. Our staff are the most important part of our ability to achieve our mission. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities

and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation, sustainability and our organization's success. Centro Legal is an equal employment opportunity employer and does not discriminate on the basis of race, color, religious creed, sex, pregnancy), gender, national origin, ancestry, citizenship, age, medical condition including genetic characteristics, mental or physical disability, military or veteran status, marital status, family responsibilities, caregiver status, sexual orientation, gender identity (including transgender status), gender expression, weight, height, linguistic characteristics (such as accent and limited English proficiency where not substantially job-related), citizenship status, status as a victim of domestic violence, sexual assault, or stalking, HIV/AIDs status, or any other basis prohibited by law. Centro also prohibits discrimination based on a perception that an individual has any of the characteristics of the protected classes listed above, and further prohibits discrimination against an individual who is associated with a person who has, or is perceived to have, any of those characteristics.