Job Announcement: Major Gifts Manager

Hesperian Health Guides, nonprofit publisher of Where There Is No Doctor and other resources for grassroots health programs worldwide seeks a Major Gifts Manager to increase the size of gifts and the overall level of individual giving. Hesperian guides are available in over 80 languages and developed in partnership with, and for, community health workers and others in under-resourced communities around the world to prevent and cure disease, and to challenge the social injustices that cause poor health.

The Major Gifts Manager is part of Hesperian’s Fundraising Team along with the Development Director, Senior Development Officer, and Development Associate. In coordination with the Development Director, the Major Gifts Manager works with members of the Board of Directors and supports the Fundraising Committee of the Board as needed. This position is 40 hours per week (FTE), and reports to the Development Director.

Primary responsibilities include:

Major Donor Cultivation and Stewardship - 50%
The Major Gifts Manager leads effort to identify, research, and cultivate prospective donors, coordinating with other fundraising staff, Hesperian’s board, Executive Director, volunteers, and current donors, including:

- Develop and implement individual strategy steps for prospective major donors
- Ask, or coordinate ask, for major gifts
- Assist in research and cultivation of corporate donations – employee gift match, employee designated grants, underwriting or sponsorship of events and workplace giving
- Identify and help develop materials needed for donor communications

The Major Gifts Manager leads and manages the stewardship of donors who give $250 or more, including:

- Support Executive Director, Development Director, Board members and program staff in relationships with major donors including drafting correspondence, placing calls, planning visits, and following up
- Develop and implement individual strategy steps for current major donors
- Ensure all donors who give $250 or more are thanked personally, draft tailored acknowledgement letters, write notes/cards, choose books to send
- Write and submit gift requests, proposals and reports to major donors
- Assemble and distribute tailored program information to inform high-dollar supporters about impact of their gifts (via telephone calls, mail, email, etc.)
- Plan and implement a Planned Giving Program
Institutional Income support - 30%
The Major Gifts Manager leads fundraising from small foundations (giving up to $15,000), including:

- Research and identify small foundations capable of giving up to $15,000
- Cultivate prospects, including emails, letters and phone calls to potential funders
- Support the writing and submission of LOIs and proposals to small foundations

Team Support - 10%
- Work with Fundraising Team and Development Director to plan out work in weekly, monthly, and annual increments
- Participate in weekly Fundraising Team meetings
- Participate in other organizational initiatives/processes

Plan and Coordinate Outreach/Events - 10%
- Together with Development Director, Development Associate and program staff, plan and coordinate community outreach events such as book launches, house parties, brown bag sessions and other events geared at cultivating major donors.

Qualifications:
- At least three years experience in fundraising with a demonstrated track record of success in asking for major gifts
- Strong communication skills (written and verbal)
- Demonstrated ability to identify and secure support from major donors
- Ability to cultivate and sustain positive relationships with major donors
- Enthusiasm for Hesperian’s work, mission and philosophy
- Health or international development experience strongly preferred
- Prior experience living and working overseas preferred
- Expertise in developing strategic fundraising plans and budgets
- Proven ability to work with a team of fundraising colleagues
- Excellent relational and communication skills (both oral and written)
- Organized, detail-oriented, and able to meet tight deadlines in a fast-paced environment
- Experienced in database tracking systems

Compensation:
DOE. Excellent benefits. The position is full time.

To Apply
Interested candidates should send a resume and cover letter to: Hesperian Health Guides, ATTN: Major Gifts Manager Search, 1919 Addison St. Suite 304, Berkeley, CA 94704; Fax: (510) 845-9141; Email: jobsearch@hesperian.org. No calls, please. Position will remain open until filled. Hesperian is an equal opportunity employer, and we strongly encourage people of color and people with disabilities to apply.

For further information about Hesperian Health Guides, visit web site at www.hesperian.org.