



PUBLIC JUSTICE
IMPACT. CHANGE.

MAJOR GIFTS OFFICER

Public Justice, a non-profit legal advocacy organization that pursues high impact lawsuits to combat social and economic injustice, protect the Earth's sustainability, and challenge predatory corporate conduct and government abuses, is looking for a Major Gifts Officer to lead the organization's major donor program. This is a unique and exciting opportunity to help raise funds for some of the most critical legal and social issues facing the country, from climate change to anti-bullying efforts and sustainable agriculture programs. (For a full portfolio of the issues we tackle, visit www.PublicJustice.net and click on 'What We Do.')

The Major Gifts Officer works with the Development Director to develop and implement strategies for cultivation, retention, and stewardship of major donor members and supporters (giving \$5,000+ annually). The Major Gifts Officer will provide planning, coordinating, and follow-through with the implementation of donor engagement strategies for one-on-one contact with the organization's major donors – including both new and long-term supporters, as well as major donor prospects.

We're looking for a talented and creative individual with a passion for building, sustaining and growing donor relationships. The ideal candidate will have an ability to understand the needs and interests of Public Justice's major donors and use that skill to build increased support for the organization.

Job Responsibilities:

- Manage Public Justice's Major Gifts Program, the *Justice for All Fund*;
- Manage and track cultivation, stewardship, upgrades, and recognition of an existing portfolio of major donors including personal visits, communications, meetings, and calls;
- Secure new or increased gifts of \$5,000+ for the *Justice for All Fund* and Public Justice's Major Donor Membership Program;
- Support the fundraising efforts of the Executive Director, Development Director, and Board of Directors by managing their individual donor portfolios and accompanying them on donor visits;
- With an assigned portfolio of roughly 100-150 major donors and major donor prospects, personally initiate and cultivate one on one relationships that enhance the donor's connection to Public Justice;
- Design highly customized engagement plans for assigned donors in collaboration with the Development Director and Deputy Development Director;
- Ensure the implementation of personalized donor recognition for assigned donors;
- Integrate Planned Giving options into donor relationship development activities;
- Actively update and support the donor database to maintain and capture critical donor information;

- Assist, as needed, in prospect research and identification, including engaging in the continuous cultivation of new prospects;
- Other duties and responsibilities as assigned.

Requirements and Qualifications:

- Minimum of 7 years' experience in fundraising, sales, or business development required.
- Must have excellent relationship building skills, strong organization, and follow-up skills.
- Proven track-record of securing major gifts or equivalent experience strongly preferred.
- Good judgment and ability to maintain confidential information.
- Must be able to exercise initiative, flexibility, discretion, and decision-making skills.
- Willingness to network outside of normal business hours, such as fundraising dinners, conferences, and one on one meetings with current and prospective major donors.
- Experience working with Microsoft office suite (Outlook, Word, Excel; Powerpoint); high level of comfort working with online applications.
- Knowledge of the legal community strongly preferred.
- Bachelor's degree or equivalent experience.

Salary and Benefits:

Salary is competitive and commensurate with experience. Public Justice offers a generous benefits package, including two weeks of paid vacation, two weeks of sick leave, and two personal days each year, all federal holidays, employer-paid health, dental and vision insurance premiums, and a 401(k) plan.

Public Justice is an equal opportunity employer and values a diverse and progressive workplace. Women, people of color, LGBTQ applicants, people with disabilities and veterans are all strongly encouraged to apply.

Applications will be considered on a rolling basis, so we encourage you to apply as soon as possible. Applications should consist of a cover letter, resume, writing sample, and contact information for three references. No phone calls please:

Applications should be submitted to:

Kelly Simon

Development Director

Public Justice

1620 L Street NW, Suite 630

Washington, DC 20036

ksimon@publicjustice.net

Electronic submissions are preferred.

For more information on Public Justice, please visit our website at <http://www.publicjustice.net>