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JOB ANNOUNCEMENT

Please post and inform potential applicants.

December 2022

SENIOR MAJOR GIFTS OFFICER

Public Justice is looking for a talented and creative senior-level fundraising professional with a passion for building, sustaining, and growing donor relationships and deep experience in communicating and building support for non-profit causes. This position can be based in Public Justice's Washington, DC or Oakland office, or performed remotely.

Public Justice takes on the biggest systemic threats to justice of our time – abusive corporate power and predatory practices, the assault on civil rights, and the destruction of the earth's sustainability. We connect high-impact litigation with strategic communications and the strength of our partnerships to fight these abusive and discriminatory systems and win social and economic justice.

In particular, we ensure access to the civil justice system, protect the civil rights of students, boldly lead efforts to reform the industrial agriculture system, fight to end qualified immunity and modern-day debtor's prisons, enforce the nation's most important environmental laws, and much more.

The Senior Major Gifts Officer works with the Senior Director of Development to develop and implement strategies for cultivation, retention, and stewardship of major donor members and supporters (giving \$5,000+ annually). The Senior 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.

This position is open immediately, is part of the organization's Department of External Affairs, and reports to the Senior Director of Development. This position may be based remotely, or in our Washington D.C. or Oakland, CA office. This is an exempt position and open immediately.

Job Responsibilities:

- Manage Public Justice's Major Gifts Program, the *Justice for All Fund*;

- Secure new or increased gifts of \$5,000+ for the *Justice for All Fund* and Public Justice’s Major Donor Membership Program;
- Manage and track cultivation, stewardship, upgrades, and recognition of an existing portfolio of major donors including personal visits, communications, meetings, and calls;
- Support the fundraising efforts of the Executive Director, Senior Director of Development, and Board of Directors by managing their individual donor portfolios and accompanying them on donor visits;
- With an assigned portfolio of roughly 50-100 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 Senior Director of Development;
- Ensure the implementation of personalized donor recognition for assigned donors;
- Oversee Public Justice’s Planned Giving Program, the Public Justice Society;
- 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 travel and 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.

Salary and Benefits:

Public Justice offers a mission-focused work environment, a teamwork and community-oriented approach, and a competitive compensation package. We provide excellent benefits, including at least three weeks of paid vacation, a four-day, 30-hour work week, two weeks of sick leave, two personal days each year, all federal and some local holidays, employer-paid health, dental and vision insurance premiums, and a 401(k) plan.

The salary for this position will be between \$120,000 - \$140,000, depending on experience. Public Justice requires those working in its offices to be fully vaccinated against COVID-19. Reasonable accommodations to this requirement, including remote work, based on disability or a sincerely held religious belief, will be considered.

Interested candidates should send a resume, cover letter, writing sample, and contact information for two references to Kelly Simon, Senior Director of Development, with the subject line ‘Senior Major Gifts Officer’ to ksimon@publicjustice.net. Applicants are encouraged to submit their materials by January 31, 2023, at which point applications will be reviewed on a rolling basis until the position is filled.

Public Justice is an equal opportunity employer and values a diverse workplace. We strongly encourage applications from people with disabilities; people of color, including bilingual and bicultural individuals; LGBTQ individuals; people of all genders; veterans; and people of all ages. Public Justice is committed to providing reasonable accommodations to individuals with disabilities. If you require reasonable accommodations during any part of the hiring process, please email lhughes@publicjustice.net.