



**Fonkoze**<sup>®</sup>  
**USA**

## **JOB DESCRIPTION**

### **Major Gift Officer**

#### **Summary:**

In collaboration with Executive Director, the Major Gifts Officer will manage a portfolio of current individual funders and prospects by designing and developing solicitation strategies, identifying new funding opportunities; and personally soliciting gifts, and continually stewarding major gift donors.

The ideal candidate has a passion for the mission of Fonkoze, empowering women and extending financial and non-financial services to families throughout rural Haiti. We are an equal opportunity employer, and we encourage people of diverse backgrounds and experiences to apply. In theory and practice, we value and are committed to diversity, equity, and inclusion as an organization--and our culture reflects that value and commitment.

This is a fully remote position with no location requirement, but candidates should live close to a major international airport. We encourage candidates from all locations within the United States to apply.

#### **Essential Duties & Responsibilities:**

As our Major Gifts Officer, you will be responsible for managing and cultivating relationships with existing major gift prospects, as well as identifying new prospects. An ability to empathize with donors and clearly communicate Fonkoze's mission is key. You'll be expected to energize team members, persuade prospects and persevere to the end.

#### **As our manager of the major gift program, you get to**

- Help our donors accomplish their philanthropic goals and ambitions through a relationship with our organization.
- Secure major gifts at the \$5,000 and above level with the goal of raising \$1M annually
- Manage systems and software to track and cultivate donors and prospects, including our donor database and wealth screening tools.
- Manage existing portfolio of 125+ donors and prospects.
- Identify, cultivate and steward new prospects.
- Work with the Executive Director and Fonkoze USA to align efforts and set goals.
- Create and implement moves management plans, developing compelling engagement strategies to solicit and close gifts.
- Make direct, face-to-face solicitations and assist the board and other staff with their solicitation (e.g., provide portfolio development support, strategic counsel, and help with donor communications).
- Acknowledge major donors through public and private recognition.
- Track and report progress using specific metrics.

#### **This job might be for you if**

- You're a true people person with an outgoing nature. You're a self-starter and are driven by results.

- You have at least five years of nonprofit fundraising experience and have shown an ability to secure individual and major gifts and meet objectives. You make donors feel valued because you're sensitive to their needs.
- You are comfortable using a donor database, prospect research and other wealth screening tools to aid your moves management process.
- You can make and keep friends. You establish and maintain good working relationships throughout the organization and with outside constituencies.
- You have honed your writing and speaking skills and use them to compel individuals to action.
- You aren't someone who spends a lot of time in the weeds, but you know donors expect you to be organized, prepared, detail-oriented, and follow through on promises.
- People are inspired by your determination. You bring people in line with a vision and motivate them to reach goals.

### **Compensation**

Salary range for this position is \$85,000 to \$95,000; compensation is based on experience. Fonkoze USA also offers a comprehensive benefits package.

### **Covid-19 Considerations:**

In-person meetings and travel are an essential part of this position. Consistent with Fonkoze USA's efforts to safeguard the health and well-being of our employees, partners, and communities in which we serve, proof of full vaccination status at the time of hire is an employment requirement for this position.

### **About Fonkoze**

Fonkoze is Haiti's largest microfinance institution serving more than 200,000 savings clients and 60,000 borrowers. Since 1994, Fonkoze has brought financial opportunity to Haiti's rural poor, primarily women, as they lift themselves and their families out of poverty. Fonkoze accompanies the women in their journey by providing mentoring, literacy and business skills, and health-related services.

Fonkoze USA was established in 1997 as a 501(c)3 nonprofit corporation. Based in Washington, DC, Fonkoze USA raises funds, donated and borrowed, and facilitates technical assistance for our partner organizations located in Haiti, particularly Fondasyon Kole Zepòl (the Fonkoze Foundation) and Sèvis Finansye Fonkoze (Fonkoze Financial Services).

### **To Apply**

Applications will be accepted until the position is filled. Please submit a cover letter, resume, and writing sample of a previously used solicitation to [mvaldivia@fonkoze.org](mailto:mvaldivia@fonkoze.org). Please do not send duplicate materials, and incomplete applications will not be considered. No phone calls, please.