

External Job Announcement

MIFA's leaders and staff are committed to a growth mindset, also known as our **MIFA Mindset**. Our commitment is to apply MIFA's Rules of Engagement to our discussions and interactions. These guides – the MIFA Mindset and MIFA's Rules of Engagement – serve as reminders that embracing challenges, taking risks, and sharing feedback can lead to higher levels of achievement for all our employees at MIFA. We are convinced that engagement, transparency, and even vulnerability can strengthen our employees and our teams.

Job title: Major Gifts Officer

Reports to: Chief Development Officer

Compensation level: Executive A Full-time Exempt

Posting date: September 24, 2026

Posting date: October 8, 2026

Position summary

The Major Gifts Officer will develop and execute strategies to generate new gifts and enhance MIFA's well-established major giving program(s). This essential role is perfect for a passionate nonprofit practitioner who can read people well, as well as attract and cultivate meaningful relationships with prospective donors. An ability to empathize with donors and clearly communicate MIFA's mission is key. The major gifts officer will establish and maintain good working relationships throughout the organization, with team members, and with outside constituencies. This person should be a self-starter and possess a collaborative spirit.

Qualifications

- Bachelor's degree in nonprofit management, communications, marketing, business administration, or a related field (or equivalent experience)
- Four years of experience in fundraising, donor relations, event planning, or nonprofit development
- Four years executing fundraising events logistics and campaigns, including meeting or exceeding revenue goals
- Four years experience cultivating and managing donor relationships, sponsorships, and strategic partnerships
- Two years project management skills with the ability to manage multiple events and initiatives simultaneously
- Technically proficient in operating essential office equipment, including computers. Skilled in performing routine office tasks such as document creation, file management, and email communication using Microsoft Office (Word, Excel, Outlook, etc.). Familiar with cybersecurity best practices (e.g., using strong passwords, recognizing phishing attempts). Able to learn job-specific software as needed.

Major responsibilities and related tasks

Develop and implement strategies for major gift fundraising by identifying, cultivating, soliciting, and stewarding donors, leveraging technology for growth, and collaborating with the team on communications and volunteer management.

- Create and implement brief, intermediate, and long-term major gifts donor strategies that include identification, cultivation, solicitation, and stewardship for both current and prospective donors (MIFA major gifts equal to or greater than \$1,500)
- Strategically leverage technology and available data to improve and grow major gift fundraising, including prospect research, donor pipeline development/progression and appropriate growth of donor gifts
- Compose letters, emails, and other donor-related solicitation and cultivation materials for individual donors
- Collaborate with the Development/Communications team to create marketing materials for major giving donors, including brochures, articles, etc., as necessary
- Recruit and manage individual giving fundraising volunteers
- Uphold consistent and effective communication with the Development/Communications team to support positive team dynamics and high-performance results
- Manage all aspects of Circle of Hope campaign, including schedule, prospecting, and research

Maintain community visibility through events and networking while strengthening the Circle of Hope brand to engage and highlight the value of MIFA's major gift donors.

- Maintain visibility in the community through speaking engagements, participation in events, and face-to-face networking
- Strengthen the Circle of Hope brand, bringing MIFA's major gift donors together to understand their commitment and value to MIFA

Steward major giving relationships by cultivating donors, maintaining a stewardship program, and developing connections through personal visits, calls, and correspondence.

- Steward major giving relationships to fully engage all existing and potential donors and volunteers; act as the key liaison to funders
- Establish and maintain a donor cultivation cycle and gift stewardship program to ensure that new major giving donors are developed appropriately
- Develop relationships through personal visits, phone calls, written correspondence as appropriate

Other responsibilities

- Exemplary writing and speaking skills that compel individuals to action
- Promote 100% accountability for the quality of development performance
- Be committed to lifelong learning and personal growth

Supervisory responsibilities

N/A

The salary range for this position starts at \$30.90 per hour.

Physical Demands and Work Environment

The in-office, physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

In-office requirements: All or the majority of this position is required to be conducted in-office at MIFA's physical location or at an assigned MIFA program site for effective performance of essential functions. In-office requirements ensure staff members remain accessible, connected, and prepared to serve and allow for in-person collaboration that drives innovation while preserving the flexibility that keeps MIFA agile. **Exception:** Hotline Representatives who work on-call seven days a week and after hours.

Physical demands: While performing the duties of this job, the employee is occasionally required to stand, walk (or means to transport oneself); sit; use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop, kneel, crouch; talk or hear. The employee must occasionally lift and/or move 15 to 25 pounds. Specific vision abilities required by the job include close vision and distance vision.

Work environment: The noise level in the work environment is usually moderate to high. Position may also require ongoing or periodic exposure to high-crime environments. While performing the duties of this job, the employee is exposed to moderate to high levels of stress during peak periods, and atypical work hours are periodically required.

MIFA employment guidelines

MIFA is an equal opportunity employer. MIFA is a non-smoking facility.

Employment documents: (1) Application and/or resume; (2) I-9; (3) Form W-4; (4) Official transcripts verifying education if education is a requirement of the job. **Employment authorization and identification:** Current federal law requires that documents be presented which verify both employment authorization and identification. One or more of the following documents must be presented before employment: Social Security card, state driver's license/identification, U.S. birth certificate, U.S. passport, or other U.S. government document.

Please note that it is the practice of MIFA not to allow the employment of relatives or of those living at the same address, other than in the job classifications of special, temporary, or substitute.

To Apply: [Job Opportunities \(mifa.org\)](http://mifa.org)

Human Resources Department
910 Vance Ave
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Mifa.org