



**JOB DESCRIPTION**  
**Senior Major Gifts Officer**  
**Location: New York, NY**

**Reports To:** Interim Fundraising Coordinator

**Supervises:** Senior Individual Giving Associate, Individual Giving Associate, Volunteer Manager, Senior Database and Systems Coordinator

New York Common Pantry (NYCP) is a leading force in combating hunger across NYC and Westchester. We practice a “Whole Person” approach through an array of programs that promote health and self-sufficiency by amplifying the dignity of everyone we serve.

Amid an exciting period of growth and development, we are looking for a Sr. Major Gifts Officer to strengthen our Development team. This role presents an extraordinary opportunity for a driven individual to lead the creation and growth of our major gifts program from its foundation. Integral to our Individual Giving team, the ideal candidate will be dedicated to building enduring relationships and securing substantial donations from our most impactful donors. This position requires the development and execution of a strategic plan that harmonizes major gifts with our broader giving goals, significantly contributing to our mission's progress. We are searching for a seasoned professional with a proven track record in major gifts, someone eager to bring their expertise to bear in cultivating and expanding our major gifts program. The right candidate will demonstrate a strong commitment to innovation and teamwork, propelling our organization to new heights.

This full-time, exempt role is based at our East Harlem Pantry and includes a hybrid work model, requiring travel to meet with donors across the Tri-State. Leading a dedicated team of four, the Sr. Major Gifts Officer is at the forefront of advancing NYCP’s mission through strategic donor engagement and stewardship.

**Responsibilities:**

- Directly oversee and expand a diverse portfolio of 75-100 donors, strategically elevating mid-level donors to major donor status through personalized engagement strategies and meticulous relationship building.
- Collaborate with the Executive Director, Senior Director of Finance, and Development Committee to develop annual fundraising goals, outline fundraising plans, and related activities.
- Collaborate with the Deputy Executive Director and the Managing Director of Programs to help inform needs to identify donors with specific interests.
- Design and implement tailored plans to cultivate and strengthen relationships with prospects and donors. Lead a proactive stewardship strategy that ensures all contributions are acknowledged promptly and personally, increasing donor satisfaction and long-term engagement.
- Utilize Raiser’s Edge to systematically track, analyze, and deliver comprehensive reports on donor activities and interactions. Provide the Executive Director and Board actionable insights to support strategic decision-making in major gifts cultivation and solicitation.

- Leverage prospect tracking tools and Raiser's Edge to identify and prioritize new donors for cultivation opportunities. Actively enhance the pipeline of existing donors for increased stewardship and investment.
- Take charge of refining the acknowledgment process to guarantee every donation to the Pantry is acknowledged in a timely and personalized manner. Collaborate with the Senior Individual Giving Associate, Individual Giving Associate, and Database and Systems Coordinator to foster strong donor relationships and enhance overall donor satisfaction.
- Serve as the primary contact for major donors (annual gift >\$9,999), managing recruitment, engagement, and direct solicitations.
- Facilitate gift planning and stewardship with the Board, ensuring effective communication and support for Board members.
- Keep a meticulous record of all donations and solicitations from the Board, major donors, and planned giving initiatives, ensuring a cohesive and strategic approach to fundraising.
- Engage directly with donors and prospects through calls and in-person meetings to build strong relationships. Strategically recommend individuals to the Executive Director and Board for further outreach and engagement.
- Prepare compelling written proposals, informational materials, and support documentation for fundraising initiatives, assisting the Executive Director and Board in drafting giving policies, donor agreements, and naming-rights proposals.
- Assume responsibility for the integrity and functionality of Raiser's Edge NXT, working with the Database and Systems Coordinator to ensure a solid foundation for fundraising activities.
- Leverage existing fundraising events as opportunities to cultivate relationships with current and prospective donors, enhancing engagement and fostering a community of support.
- Guide the strategic expansion of the volunteer program across four sites, in partnership with the Volunteer Manager and Volunteer Associate, to enhance community involvement and support for NYCP's mission.
- Other responsibilities as assigned.

**Qualifications:**

- Bachelor's Degree required.
- Commitment to serving communities in need and passion for advancing NYCP's mission and work.
- A minimum of five years of development experience is required, with a track record of securing six to seven-figure gifts.
- Strong written and verbal communication skills with an eye for detail.
- Excellent organizational and time-management skills, with the ability to prioritize tasks and meet deadlines.
- Strong interpersonal and teamwork skills, with the diplomacy, poise, and collaborative approach required to build strong relationships with board members, volunteers, major donors, and colleagues across departments.
- Exceptional strategic thinking and leadership skills, with a proven ability to foster innovation, navigate and adapt to change, and guide teams through evolving fundraising landscapes to achieve ambitious goals.
- Proficient in using MS Word, Excel, and Outlook
- Experience with fundraising CRM, Raiser's Edge a plus.

*This is not an exhaustive list of all responsibilities, duties, skills, efforts, requirements, or working conditions associated with the job. While this is intended to reflect the current job accurately, management reserves the right to revise the job or require other or different tasks to be performed as assigned. This description does not constitute a contract of employment, and NYCP may exercise its employment-at-will rights at any time.*

New York Common Pantry is an Equal Opportunity Employer and is committed to providing equal employment opportunities to you without regard to race, creed, color, religion, national origin, sex, sexual orientation, pregnancy, marital status, age, veteran status, medical condition or disability, genetic information, gender identity, or any other protected status under federal, state, or local law.

**Pay:** \$105,000 - \$119,000

**Benefit:**

- Paid time off, including Vacation, Personal, and Sick
- Medical, Dental, and Vision insurance
- Paid Holidays
- 403(b) Retirement Account
- Employer Paid Life Insurance, Short-Term, and Long-Term Disability
- Pre-tax Transit benefits
- Voluntary Pet Insurance