

HIMALAYAN CATARACT PROJECT

TITLE: Major Gifts Officer

REPORTS TO: Director of Development

LOCATION: Vermont (Norwich or Waterbury); Bay Area, California; Open to Remote

ORGANIZATIONAL PROFILE:

Himalayan Cataract Project (HCP) works to provide critical eye care services, training for health professionals, and enhanced eye care infrastructure throughout the developing world where lack of access to eye care results in unnecessary blindness. **Thirty-nine million people are needlessly suffering from blindness worldwide, 18 million of whom are blind from treatable cataracts that can be cured with a 10-minute, \$25 surgery.** HCP has offices in Vermont and in the Washington, DC metro area, with programs in 7 countries on 2 different continents.

This is an exciting time for the Himalayan Cataract Project. With increased exposure and visibility (MacArthur Foundation *100&Change* Semi-Finalist, April 2017 *60 Minutes* feature, and March 2018 NPR feature), we are expanding our team to meet new challenges, scale our work, and broaden our reach. We are seeking individuals with an aptitude for operating in growth environments with interest and/or experience in scaling systems.

SCOPE OF WORK:

The Major Gifts Officer's primary responsibility is to annually increase the number of donors over \$1,000 that give to the organization and the total amount of annual revenue received from this group of individual donors paying special attention to donors giving \$5,000 and up. The Major Gifts Officer is an integral part of the HCP team responsible for meeting the annual revenue goals of the organization.

ESSENTIAL JOB FUNCTIONS:

The Major Gifts Officer works to advance the organization's fundraising efforts, with critical attention to individual gifts and managing a portfolio of major donors, in support of our mission.

Responsibilities:

- Work with leadership to build its major gift program using established major donor relationship protocols for cultivating, soliciting and providing stewardship.
- Manage a portfolio of major donors, tracking donor touches (calls, visits, emails, other outreach), cultivation, solicitation and stewardship for major donor work.
- Manage and lead the solicitations for donors giving \$1,000 to \$10,000, including Family Foundations giving \$1,000 and above.
- Manage and provide staffing for solicitations for donors who give \$10,000 to \$100,000+, including both existing donor relationships and new relationships requiring top-level attention. This will include advising on strategy as well as providing draft correspondence and briefings; assistance in setting appointments and travel planning; and timely follow-up.
- Draft highly personalized and substantive correspondence, proposals, and other written materials.

- Prepare strategy, briefing, and debriefing materials for meetings with donors and prospects.
- Work collaboratively with other members of development team, as well as Board of Directors and volunteers working in development.
- Gain strong understanding of institutional history and programs.
- Perform prospect research and synthesize pertinent information.
- Effectively communicate and work with staff and funders.

Other Responsibilities

All employees are expected to work as a team and to contribute to any activity that could promote the success of the organization.

QUALIFICATIONS:

- The successful candidate will be a strategic thinker with strong political sensitivities and excellent judgment; an outstanding verbal communicator and networker; and an accomplished multi-tasking professional.
- Undergraduate degree required; Masters or equivalent preferred.
- Minimum of 3-5 yrs. progressive non-profit fundraising experience, including experience working in a major donor environment. Proven experience closing five to six-figure gifts.
- Experience with Raiser's Edge
- Planned giving experience a plus
- Excellent communication and diplomacy skills: the proven ability to communicate effectively with major donors and volunteers in writing and in person
- The ability to work with staff across departments and promote productivity in a pleasant work environment
- The ability to apply strategic and creative thinking, while being persistent, motivated and energetic, along with the ability to work in detail-oriented fashion
- Solid organizational skills: the ability to work independently, flexibly, and productively in a fast-paced environment and the ability to manage a multi-faceted workload
- Good computer skills: facility with MS Word, Excel, and email/internet software
- Ability to travel

WORKING WITH HCP:

Himalayan Cataract Project is a high-energy and fast-paced organization. We work to change eye care in the developing world with a firm commitment to eradicating unnecessary blindness and reaching the unreachable patient. We are a small team where everyone plays an important role and has an impact. We hire individuals who are professional, collaborative and creative thinkers with a passion for our mission.

To Apply

We invite qualified candidates to submit a resume and cover letter. Please send materials via email to: jobs@cureblindness.org

Himalayan Cataract Project considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.