



Major Gifts Officer Position Description

Location: Irvine, CA
Reports To: Chief Development Officer
Status: Full-Time, Salary, Exempt (Hybrid Optional); \$80,077 - \$89,498/year (DOE)
Benefits: We offer excellent Benefit Plans including incremental PTO Plan; 15 + Paid Holidays plus a Birthday Floating Holiday. 403b retirement plan with a match. Medical & Dental insurance plans with majority paid by employer. Life Insurance plan and Employee Assistance Program paid by employer.

Would you like to go to work knowing that every day you'll be making a real difference in the lives of community members in Orange County? At Second Harvest Food Bank that's exactly what you'll be doing – contributing to our mission to provide food for those who need it. You'll be working alongside team members who are committed to living out the Food Bank's core values of **Integrity & Accountability, People First, Compassion, Purpose Driven, and Stewardship. Come join our upbeat, collaborative team who are improving lives every day.**

About Second Harvest Food Bank of Orange County

Second Harvest Food Bank's (SHFB) Vision: An Orange County with food and nutritional security for all. Our Mission: In collaboration with our partners, we provide dignified, equitable and consistent access to nutritious food, creating a foundation for community health. Since 1983 we have been a source of food security for all members of our community when they need our help.

POSITION DESCRIPTION:

The **Major Gifts Officer** is a frontline fundraiser responsible for building relationships with and securing philanthropic support from donors and prospects. Working within a collaborative Development team, this role focuses on the full arc of donor engagement—from first contact through long-term partnership—within an established major gifts program.

This MGO works alongside a peer Major Gifts Officer and is supported by a Portfolio Strategy Specialist who provides prospect research, CRM management, reporting, and strategy preparation. This structure allows the MGO to focus the majority of their time on donor-facing relationship work.

Success in this role requires a confident, donor-centered relationship-builder with genuine passion for the food bank's mission and the discipline to manage a dynamic portfolio effectively.

ESSENTIAL JOB FUNCTIONS:

Execute donor engagement strategies across a portfolio of 100–150 current and prospective major donors, in coordination with the Chief Development Officer and Portfolio Strategy Specialist.

Relationship Management & Fundraising (95%)

Prospect & Qualify

- Work with the Portfolio Strategy Specialist to review and act on prospect research, giving history, volunteer engagement, and event participation data to identify donors with major gift potential.
- Engage prospects through thoughtful, personalized outreach to evaluate interest, philanthropic capacity, and mission alignment.
- Establish genuine two-way dialogue early in the relationship; gracefully conclude outreach when engagement is not forthcoming.
- Maintain a healthy, active pipeline in close coordination with the Portfolio Strategy Specialist.

Cultivate

- Build authentic, trust-based relationships with prospective major donors through consistent, personalized engagement.
- Execute individualized cultivation plans developed in partnership with the Portfolio Strategy Specialist and CDO.
- Arrange and facilitate meaningful touchpoints—personal meetings, facility tours, partner site visits, and mission-centered experiences.
- Tailor communications to donor interests and engage them in the organization's mission at every stage.



- Advance the relationship strategically toward a gift ask when donor readiness is clear; conclude cultivation respectfully when not.
- Collaborate with program staff and leadership to create opportunities for donors to see mission impact firsthand.

Ask

- Present compelling, donor-centered cases for support that clearly articulate organizational impact and giving opportunities, using proposals prepared with the Portfolio Strategy Specialist.
- Lead gift conversations with confidence, navigating questions and objections with tact and warmth.
- Actively seek and secure major gifts above \$10,000, with an eye toward growing gift size and multi-year commitments over time.
- Ensure every donor interaction—regardless of outcome—reflects gratitude and deepens the relationship.

Steward

- Maintain active, meaningful communication with current major donors to sustain and deepen commitment.
- Deliver timely, personalized acknowledgment and impact reporting—with reporting support from the Portfolio Strategy Specialist.
- Coordinate donor recognition activities that honor contributions and reinforce the donor's identity as a partner in the mission.
- Identify opportunities to upgrade, renew, or expand donor commitments and flag these to the CDO as appropriate.

Leadership, Accountability & Growth (5%)

- Collaborate with the CDO, peer Major Gifts Officer, and Portfolio Strategy Specialist as an active and contributing member of the major gifts team.
- Meet all internal deadlines and communicate proactively on donor activity that impacts other departments.
- Maintain timely documentation of donor interactions in Virtuous CRM, in coordination with the Portfolio Strategy Specialist.
- Participate in professional development opportunities to strengthen fundraising and relationship management skills.
- Contribute to a culture of continuous improvement, collaboration, and accountability within the Development team.

REQUIREMENTS:

- 3+ years of experience in nonprofit development, major gifts, relationship-based sales, or a related field.
- Bachelor's or Associate's degree preferred; equivalent experience considered.
- Demonstrated ability to build and manage meaningful donor or client relationships.
- Experience with job functions of the position a strong plus.
- Valid Driver's License and vehicle insurance to drive throughout Orange County.
- Flexibility to work weekends and evenings as needed.

QUALIFICATIONS:

Abilities

- Ability to adapt to changes of routine and pace of activity due to unpredictable demands without loss of efficiency or composure.
- Ability to manage a dynamic donor portfolio, balance competing priorities, and meet deadlines.
- Ability to analyze donor information from multiple sources and develop viable relationship strategies.
- Ability to follow written or verbal instructions.
- Ability to use Microsoft Office applications and donor CRM systems (Virtuous experience a plus).
- Ability to write and verbalize compellingly in the English language.

People Skills Expectations

- Dedication to developing excellent relationships with colleagues, donors, and external constituents.
- Speak confidently and enthusiastically in small and large public settings.
- Comfortable interacting with high-capacity donors and community leaders with tact and composure.

**Work Habits and Professionalism Expectations**

- Handle sensitive and confidential donor information appropriately and with discretion.
- Receive direction and constructive criticism and be coachable.
- Work independently and move donor relationships forward with minimal supervision.
- Follow through and complete tasks and commitments in a timely manner.

PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

- Regularly required to stand, walk, reach, and use hands.
- Extended periods of sitting while working on computer.
- Occasionally required to stoop, kneel, and crouch.
- Indoor office environment and indoor warehouse environment with moderate noise at food bank location.
- Lifting required for event set up (20–25 lbs.).

The above statements are intended to describe the general nature and level of work performed, rather than to be an exhaustive list of all duties, responsibilities, and skills required for the position. The position duties may be changed at any time at management's discretion. This position description is not intended to create contractual obligations of any kind.

To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Second Harvest Food Bank of Orange County, Inc. is an Equal Opportunity Employer.

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