



**Job Title:** Major Gift Officer  
**Department:** Advancement  
**Full/Part Time:** Full-Time, Salaried

### **About Habitat MidOhio**

Habitat for Humanity-MidOhio (Habitat MidOhio), is an Ohio non-profit housing organization working to solve the affordable housing crisis in the Central Ohio region. Established in 1987, Habitat MidOhio serves the communities of Franklin, Licking, and Madison Counties.

**Mission Statement:** Seeking to put God's love into action, Habitat for Humanity – MidOhio brings people together to inspire hope, build homes, empower families, and develop communities.

**Vision Statement:** A world where everyone has a decent place to live.

**Habitat MidOhio's North Star:** We are a leader in connecting people to opportunity and hope through obtaining and maintaining affordable housing.

### **Description:**

Reporting to the Chief Advancement Officer, the Major Gift Officer is primarily responsible for identifying, cultivating, soliciting, and stewarding individual major gift prospects on behalf of Habitat for Humanity-MidOhio.

The primary responsibilities of the Major Gift Officer include:

- Manage a portfolio between 75 and 125 individual prospects with the capacity to give gifts of \$10,000 and above.
- Collaborate with the Chief Advancement Officer to establish overall individual giving goals.
- Craft and execute strategic donor engagement plans for individual prospects.
- Actively practice moves management through the donor life cycle of identification, qualification, cultivation, solicitation and stewardship.
- Manage relationships and communications with donors, including in-person visits with past, current, and prospective donors primarily in the Columbus/Central Ohio region.
- Qualify donors from the prospect pool for assignment into major gift portfolios
- Document all donor related activities in DonorPerfect.
- Develop case for support materials and other collateral to inspire major gift donors.
- Coordinate donor interests with the priorities of the organization and develop funding proposals to match interests with needs.
- Solicit and close major gifts.
- Prepare written and verbal presentations to help raise awareness of and generate support for the organization
- Engage in cultivation and stewardship of donors through Habitat-MidOhio events.

- Nurture relationships with executive leadership and staff in support of Advancement goals
- Support the maintenance of the President and CEO's portfolio, including members of the board of directors and top prospective donors
- Performs other duties as assigned.

### **Qualifications**

- 5+ years significant, directly relevant fundraising experience
- Proven track record raising major gifts from individuals
- Exceptional communication and interpersonal skills. Are to work effectively with individuals of all ages and backgrounds.
- Experience communicating with major donors, and community stakeholders.
- Experience with donor databases, specifically DonorPerfect.
- Demonstrated personal initiative, commitment to Habitat for Humanity-MidOhio's mission, and on-going personal education and development.
- Ability to manage multiple projects simultaneously.
- Ability to work collaboratively across the organization.

### **Why Habitat MidOhio?**

At Habitat for Humanity MidOhio, we believe in building more than homes - we build communities, partnerships, and hope. You'll join a team that's passionate, purpose-driven, and rooted in service. Here, your work directly impacts lives and helps build a more just, compassionate future.

### **Compensation & Benefits**

- Salary range: \$90,000 - \$120,000 annually + discretionary bonus opportunity
- Paid Time Off program + paid holidays + floating holidays
- Health Care Plan - medical, dental, vision: a generous portion is paid by Habitat-MidOhio
- \$2,500 annual employer-funded Health Reimbursement Arrangement (HRA) account
- Paid parental leave
- Company Paid Life Insurance and Short-and Long-Term Disability
- 401(k) enrollment upon 6 mos. of employment: 50% employer match up to 6% of salary
- Monthly cell phone stipend or company cell phone
- Training & development programs
- Employee Assistance Program (EAP)

### **Equal Opportunity Employer**

Habitat for Humanity-MidOhio is committed to building and retaining a diverse workforce. We strongly encourage qualified candidates of diverse backgrounds to apply. We believe the inclusion and amplification of our differences create a more effective workplace and a more compassionate world.

All qualified applicants will receive consideration for employment without regard to national origin, race, color, religion, age, sex, sexual orientation, marital status, individuals with disabilities, and equally to disabled veterans and veterans of the Vietnam Era.