



**International  
House**

## Major Gifts Officer

Job posted by [International House New York](#)

**Position Title:** Major Gifts Officer

**Office:** Development, Alumni Relations & Communications

**Reports To:** Vice President – Development, Alumni Relations & Communications

### About International House

Founded in 1924 by John D. Rockefeller Jr. and the Cleveland H. Dodge family, International House is dedicated to fostering the next generation of globally minded leaders. Nestled in the Morningside Heights area of New York City, International House is home to more than 700 carefully selected graduate students and young professionals annually – representing 100 countries and more than 70 top schools and businesses. We provide an unrivaled opportunity for our Residents to thrive through daily interactions in a culturally, politically, and economically diverse community that is both inclusive and proactive by nature. Our programs encourage diversity of thought and experience to ensure that the world views of the emerging leaders who come here are greatly expanded beyond their initial expectations and even their comfort zones. We believe that leadership guided by the core values of the International House experience – Respect, Empathy, and Moral Courage – can create a more just and peaceful world. Learn more at [www.ihouse-nyc.org](http://www.ihouse-nyc.org).

### Position Summary:

As the Major Gifts Officer, the candidate will work with the VP to design, develop and implement our major gift program. The candidate will be responsible for managing and cultivating relationships with existing major gift prospects, as well as identifying new prospects. The candidate must have a proven track record in securing donations from individuals and institutions. This individual must have strong proposal writing skills. An ability to empathize with donors and clearly communicate our organization's mission is key.

### Essential Functions:

- Help our donors accomplish their philanthropic goals and ambitions through a relationship with International House.
- Secure gifts at the \$20,000 to \$100,000 level for annual operating budget and upcoming centennial campaign.
- Track and cultivate donors and prospects, including our donor database and wealth screening tools.
- Manage existing portfolio of foundation donors and work with VP to secure new foundation money.
- Work with the Development department to prepare and develop materials to be used as tools in the development process including requests, proposals, case statements, brochures, and reports for major donors.
- Create and implement moves management plans.

- Make direct, face-to-face solicitations, and assist the board and senior leadership with their solicitation (e.g. provide portfolio development support, strategic counsel, and help with donor communications).
- Acknowledge major donors through public and private recognition.
- Track and report progress using specific metrics.

### **Position Requirements:**

- The candidate should be outgoing in nature and be an adept networker - a self-starter who is driven by results.
- The candidate should have at least 5-7 years of nonprofit fundraising experience and have shown an ability to secure individual and major gifts and meet objectives.
- The candidate should be comfortable using Raisers Edge, prospect research and other wealth screening tools to aid in the moves management process.
- The candidate should have excellent writing and speaking skills and use them to compel individuals/organizations to action.
- The candidate should have a passion for our mission and global communities.

### **HOW TO APPLY:**

Please submit a cover letter and resume via e-mail to [nfranciacotter@ihouse-nyc.org](mailto:nfranciacotter@ihouse-nyc.org) with "Major Gifts Officer" in the subject line. The application deadline is July 31, 2019 (or until the position is filled).

*International House provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.*

*In addition to federal law requirements, International House complies with applicable state and local laws governing nondiscrimination in employment. International House expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.*