



POSITION DESCRIPTION

ORGANIZATIONAL ROLE:	Major Gift Officer
DEPARTMENT:	Development
REPORTING RELATIONSHIPS:	Reports to the Senior Director, Individual Giving & Development Operations

Children's Health Fund (CHF) is committed to creating a diverse environment and is proud to be an equal opportunity employer. We value unique experiences and perspectives and believe our differences enrich the organization and enable us to confidently fulfill our mission. We strive to create a work environment that is inclusive, equitable, and welcoming. We encourage qualified candidates to apply regardless of identity characteristics.

If you are passionate about the work and our mission, if you strive for excellence, if you are smart and good at what you do, we celebrate you as you are.

Children's Health Fund (CHF) is committed to ensuring access to quality healthcare for children living in this country's most under-resourced communities. We understand the role that racism and systems of oppression play in shaping health and are committed to addressing the root causes that perpetuate inequities. The programs we support bring comprehensive primary care directly to children, partner with communities to create responses to critical needs, and work to improve the quality of life for children through policy and advocacy efforts that drive systems change. Collectively, these efforts help to advance health equity. We support 24 programs that comprise a National Network located in 15 states, Puerto Rico, and Washington, D.C.

POSITION OVERVIEW:

The Major Gift Offer (MGO) will be responsible for ensuring CHF's major donors have a positive and rewarding philanthropic experience. The MGO is responsible for the identification, cultivation, briefing, solicitation, and stewardship of a portfolio of individual prospects at the \$5,000-and-above level. The MGO will help build a strong base of individual donors to support the ambitious growth of the organization over the next three years of the strategic plan.

PRINCIPAL ACCOUNTABILITIES:

- Identify and qualify new individual prospects for CHF
- Manage an active portfolio of 75-125 prospects and develop cultivation and solicitation strategies in line with CHF priorities and prospect interest
- Oversee stewardship of a high-quality donor experience through correspondence, donor engagement, professional proposals, mailings, and acknowledgements
- Collaborates with Program staff to generate impact reports to help cultivate and steward donors
- Identify key Program team members to staff Donor visits
- Prepare Program team members with talking points and appropriate subject matter narrative to discuss during donor visits
- Represent CHF at external functions and events
- Actively engage in ongoing, organization wide anti-racism work
- Other duties as assigned

POSITION REQUIREMENTS:

- Bachelor's degree required; advanced degree preferred
- Proven track record closing five and six-figure gifts
- A proactive perspective and strong appetite to work as a part of a team, and independently when called for, ability to be flexible to the changing needs for funding
- Exceptional verbal and written communication skills and excellent attention to detail
- Experience addressing myriad of audiences on issues related to healthcare and social justice
- Ability to navigate and negotiate the political and institutional landscape around healthcare, social services, and poverty
- Strong decision-making ability and attention to detail are equally important
- High degree of integrity, initiative, and resilience
- Demonstrated ability to work in a fast-paced environment, meet concurrent deadlines, organize time and priorities, and to do so in collaboration with diverse stakeholders
- Proficiency with Microsoft Office applications especially Word, Excel, Outlook and PowerPoint, and development databases, Raisers Edge preference
- Passion for the mission of Children's Health Fund with a strong commitment to its core values: belief in collective strength and the power of shared work; constant and courageous learning celebration of the organizations and each other's victories, and stepping up as leaders in a common vision
- Occasional ability to travel

ADDITIONAL INFORMATION

The Children's Health Fund is an Equal Opportunity Employer and is committed to a diverse work environment.

Salary commensurate with experience. The Children's Health Fund offers an excellent compensation/benefits package.

HOW TO APPLY

If interested, please send your resume and cover letter (including salary requirements) to resumes@chfund.org.

No phone calls, please.

For further information on our programs, please visit our website www.childrenshealthfund.org and check out the Healthy and Ready to Learn Resource and Training Center website, www.hrl.nyc