



Imagine Housing
building eastside communities

Senior Major Gifts Officer – Kirkland, WA
Job Description
2017

The Organization

Are you inspired by the idea of using your professional skills to directly benefit people? Imagine Housing is a highly respected leader in providing permanent affordable housing with supportive services for low income families, veterans and seniors in East King County, Washington. More than just housing, we provide our residents with a caring environment, case management and community events at our properties.

For 30 years, we have made it possible for families with low incomes, veterans, seniors, survivors of domestic violence, and young adults aging out of foster care to live and thrive on the Eastside. We now have 485 affordable apartments in five Eastside cities serving more than 1,200 low-income individuals each year.

We are looking for highly motivated and high performing people to add to our growing team. Our work environment is positive, caring, collaborative, solution-oriented and fun. We offer excellent benefits including 100% company paid health insurance and a matching 401(k) program.

As our Senior Major Gifts Officer, you will:

- Help our donors accomplish their philanthropic goals and ambitions through a relationship with our organization.
- Manage a portfolio of 150+ leaders and individuals to strategically and sustainably increase their support. Personally solicit and steward key donors.
- Make direct, face-to-face solicitations and secure major gifts of \$1,000 and higher.
- Create and implement an annual major gifts plan that maximizes financial support from individual major donors.
- Track and report progress using specific metrics.
- Participate in all aspects of the moves management cycle including identifying, qualifying, cultivating, soliciting, and stewarding potential leadership and major gift donors.
- Use systems and software to qualify, track and cultivate donors and prospects, including donor database and wealth screening tools.
- Creatively use events, leadership, speaking engagements and communications to increase community's awareness of the organization.
- Work with the Director of Fund Development to align efforts and set goals.



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The person we seek will be/have:

- High energy professional with a track record of building relationships, cultivating and closing gifts with current donors.
- Demonstrated track record of successful experience in identifying and engaging new donors through events, networking, and generating leads from existing donors.
- Self-motivated with demonstrated ability to set priorities and work independently as well as part of a team.
- Strong contributor to a positive and collaborative organizational culture.
- Strong organizational skills and the ability to meet deadlines.
- Passion for advocating on behalf of individuals living in poverty, regardless of race, ethnicity, religion or culture, and commitment to service, excellence, and compassion.
- Optimistic, positive, solution-oriented, with a charismatic disposition.
- Ability to compel individuals to action. A self-starter, driven by results.

Your qualifications should include:

- Bachelor's degree and minimum of 3 years major donor fundraising or sales experience
- Proficient computer skills (Microsoft Office and CRM software)
- Superior verbal, written and interpersonal communication skills
- Superb presentation skills

WORK SCHEDULE

The Senior Major Gifts Officer position is a full time (40 hours per week), salaried and exempt position. Hours will fluctuate depending on meeting times. Evening and weekend work will also occasionally be required.

SALARY AND BENEFITS

Compensation will be \$65,000-\$75,000 including performance bonuses. This is a full-time (40 hours per week) position and benefits include 100% company paid health, dental, vision, and life insurance; paid sick, vacation, and holidays; 401(k) matching contribution; and opportunities for professional development.

EQUAL EMPLOYMENT OPPORTUNITY

Imagine Housing is committed to a policy of equal opportunity for all applicants and employees regardless of race, religion, national origin, gender, marital status, age, the presence of a disability, or any other basis prohibited by applicable federal, state or local laws. Our equal opportunity policy applies to all phases of employment, including recruiting, hiring, job assignment, supervision,



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training, upgrading, transfer, compensation, benefits, promotion, education and recreation, layoff and termination.

TO APPLY

Please email a resume and cover letter to hesterw@imaginehousing.org. Include in your cover letter how you learned of this position and a description of specifically why you are an ideal candidate. Position is open until filled.



For more information on Imagine Housing, go to www.imaginehousing.org.