



Maine Organic Farmers and Gardeners Association

Title: Major Gifts Manager

Primary Responsibilities: To manage MOFGA's growing major gifts program.

Supervisor: Director of Membership and Development

Work Week: Full-time, generally Monday through Friday, 9 a.m. to 5 p.m. Occasional nights and weekend hours required.

Position: Salaried. Federal Fair Labor Standards Act Exempt. The employee is not eligible for overtime payment.

Location: Unity and remote office hybrid (TBD), with regular travel throughout Maine

Salary Range: The salary range for this position is \$60,000-\$65,000 annually, depending upon experience. MOFGA has an excellent benefits package, including paid medical, dental and vision insurance and parental leave. Employees receive a generous time off package, including paid vacation and sick time, three personal days, two week-long office closures, 14 paid holidays annually, and a month-long sabbatical after seven years of employment.

Summary:

We seek a Major Gifts Manager to join the Maine Organic Farmers and Gardeners Association's Development & Membership department.

The Major Gifts Manager will lead our efforts to steward and grow MOFGA's portfolio of major donors, ensuring MOFGA reaches its annual major gifts fundraising and long-term endowment goals. The Major Gifts Manager will work closely with the Director of Membership and Development, MOFGA leadership, and the membership and development team.

The Major Gifts Manager will be a self-motivated professional who excels at both fundraising strategy and administration. We seek someone to deepen existing donor relationships, identify and lead MOFGA's efforts on new major gift opportunities, partner with our membership base to build a pipeline of new mid-level and major donors, and serve as an ambassador for the Maine Organic Farmers and Gardeners Association across the community. The position covers all fundraising cycle phases, from prospecting to stewardship.

The Major Gifts Manager reports to the Director of Membership and Development.





Minimum Qualifications:

- 5+ years of professional fundraising experience, including membership and moves management skills.
- Superior interpersonal skills and ability to communicate professionally with a culturally diverse group of volunteers, co-workers and donors.
- Excellent organizational and project management skills and ability to prioritize workload on time to complete assignments with many deadlines and competing requirements.
- The candidate must be a motivated self-starter able to manage their time independently.
- Adept at utilizing donor management software databases.
- Proficiency in Google Suite and a working knowledge of search functions for donor research purposes.

Position Requirements:

- Willingness to be hands-on in a role that requires a high level of energy and professionalism.
- Willingness to travel in Maine and regionally as necessary and work occasional nights and weekends, including supporting the annual Common Ground Country Fair.
- Regular commitment to work onsite in Unity to partner with staff across all teams.

Responsibilities:

- Manage all aspects of MOFGA's major donor program to reach the major gifts fundraising goal set at the beginning of each fiscal year. Work with the Director of Membership and Development to set priorities; manage and adjust the work plan and calendar as needed.
- Partner with the Director of Development and Membership to design strategies to research, engage, solicit and steward major donors.
- Maintain responsibility for creating and producing all major donor materials, including profiles, letters, emails, proposals, reports, acknowledgments, etc.
- Initiate regular virtual and face-to-face meetings and stewardship events, and manage relationships with donors and family foundation staff.
- Partner with the Development Manager to design strategies to establish a pipeline that moves MOFGA members into our major donor program, building up the portfolio of mid-level donors.
- Partner with the Grants Manager and MOFGA program staff on special projects and initiatives requiring direct support.
- Partner with the Database Manager to establish and manage organized and efficient operational systems to ensure accurate records and timely communication with funders; oversee all major donor database records.





- Collect and synthesize information about MOFGA's programs from across departments, communicate MOFGA's major programmatic initiatives to the donor community, and identify new fundraising opportunities.
- Ensure solicitation strategies for donors support of the organization's annual fund, major gifts, and planned giving, and maximize opportunities to collaborate with staff, board members and volunteers.
- Support additional fundraising efforts of the Membership and Development Team as needed.

MOFGA's success depends on the collaborative spirit among its staff members and volunteers. Employees are expected to be ready and willing to assist colleagues in all program areas when directed to do so by their supervisors. This includes having all staff work at the Common Ground Country Fair.

The Maine Organic Farmers and Gardeners Association is a broad-based community that educates about and advocates for organic agriculture, illuminating its interdependence with a healthy environment, local food production, and thriving communities. MOFGA is committed to creating an inclusive and sustainable workplace that reflects this mission. MOFGA is an equal opportunity employer and does not discriminate based on race, ethnicity, age, religion, gender, marital status, sexual orientation, disability, veteran status, political orientation, or any other characteristic protected by federal, state, or local law. We strongly encourage BIPOC (Black, Indigenous, and People of Color) and LGBTQ+ individuals, as well as veterans, to apply.

To Apply: Please submit a cover letter and resume to Mary Weitzman at mweitzman@mofga.org. Applications will remain open until the position is filled. We will begin the application review and interview scheduling by November 8, 2024.

