Title: Major Gifts Officer  
Reports To: VP Resource Development & Chapter Services

ABOUT THE TAA

Founded in 1972, the Tourette Association of America (TAA) is the only national non-profit organization working to make life better for all people affected by Tourette Syndrome and Tic Disorders with 31 Chapters and 83 Support Groups located throughout the United States.

JOB SUMMARY

The Major Gifts Officer (MGO) is a full-time, exempt position reporting to the VP Resource Development & Chapter Services of National TAA. The MGO is responsible for the identification, cultivation, solicitation and stewardship of prospects who have the capacity and affinity to donate major gifts to assist the TAA in its mission delivery including both individual and corporate donors. Working with the CEO and VP of Revenue Development & Chapter Services, the MGO will achieve overall annual financial and fundraising goals with the development of a strategic fundraising and revenue plan, as well as building long-term relationships to advance local and national program delivery. The MGO will serve as a powerful and effective spokesperson for the TAA to broaden its national visibility through revenue development. Position will focus primarily on donors in the NY Metro Area.

Please note: This is a full-time (40 hour/wk.) Remote work is possible.

KEY RESPONSIBILITIES OF THE MAJOR GIFTS OFFICER INCLUDE

- Cultivate relationships with both current and past TAA donors who have a proven interest in the mission.
- Qualifying and cultivating prospective donors who are not currently associated with the TAA to connect them with our mission.
- Become a subject matter expert on the TAA’s funding programs.
• Complete a minimum of 150 face-to-face donor and prospective donor visits each fiscal year.
• Develop and manage a portfolio of prospective major gift donors.
• Close funding from individual and corporate donors through a variety of giving mechanisms.
• Identify new individual and corporate contacts/donors.
• Collaborate with TAA Development and Marketing Departments on strategies and opportunities to identify, cultivate and solicit major gift prospects to support field events and initiatives.
• Create and execute individual strategies for donors and prospects in portfolio to ensure growth of donor relationships.
• Maintain accurate and timely records of all activities in donor database.
• Report activity, trends, progress and results to CEO and VP Resource Development & Chapter Services.
• Work with other TAA Departments to develop programs and strategies to advance the Major Gifts effort.
• Ensure and enhance community awareness of TAA and its programming through participation in local events and organizational opportunities.
• Other assignments on an as needed basis.

QUALIFICATIONS

• 5 or more years of fundraising experience with preference for major gift fundraising.
• Experience working for a large nonprofit with a national chapter and/or support group network preferable.
• Bachelor’s Degree required, with an advanced degree preferred.
• Results-oriented individual with strategic thinking and “big picture” vision.
• Ability to multi-task and set priorities.
• Strong skills that foster communication, leadership and teamwork.
• Result-oriented individual with strong and effective presentation and public speaking skills.
• Detail-oriented and strong organizational skills a must.
• Excellent written and verbal communication skills.
• Travel as required to both local and national events. Some nights and weekends are required.