



## Major Gifts Officer Location: Hybrid\*

*\*Candidate must be able to attend the office in Baltimore once a week.*



# CENTER FOR URBAN FAMILIES



## About Us

Founded in 1999, the Center for Urban Families (CFUF) strengthens urban communities by helping fathers and families achieve stability and economic success. As a pioneer in responsible fatherhood, family strengthening, and workforce development, CFUF's programs seek to help clients fully exit poverty and sustain themselves and their families. Their members (the term used when referring to clients) are 95% African-American, 70% male, 52% ex-offenders, 56% experiencing housing instability and homeless, and 30% without high school diplomas and live throughout Baltimore, MD.

*ALL In* is the Center for Urban Families' comprehensive strategy to accelerate social and economic opportunity and advocate for policies that promote equity and racial justice. Leveraging 20 years of positive impact and applied learnings, the *ALL In* strategy targets two critical areas: chronic unemployment and family instability. The approach links individual accountability, person-centered case management, and supportive networks with workforce development training, education, and civic engagement. *ALL In* dismantles poverty and builds long-term social and economic prosperity that results in brighter futures for our members, their families, and the communities in which they live.

The Center for Urban Families is working to empower individuals and families with the skills they need for long-term personal and economic success. Through a holistic, person-centered approach, they help members discover and reach their full potential. They believe that every person matters, no matter who they are or where they come from, and that it is never too late for a second chance.





## National Impact & Culture Practice

### Making a Change Nationwide

CFUF's Practitioners Leadership Institute (PLI) provides technical assistance and promotes and extends best practices in family strengthening, responsible fatherhood, and workforce development to practitioners and key stakeholders nationwide. CFUF is also nationally renowned for its public policy work in the responsible fatherhood arena.

### An Inclusive, Inviting Place to Work

CFUF is an organization committed to high excellence and quality service to its stakeholders. Their culture thrives from a transparent, reflective, and creative environment. They are a highly autonomous workforce, and their staff embraces humor, food, fun, and a passion to serve our members. They believe in recognizing and rewarding high performers. All of these qualities and attributes make a premier employer of choice.



Children's lives touched



Men and women's lives transformed



Average hourly wage for members



Full-time jobs secured



## The Opportunity

The Center for Urban Families (CFUF) seeks a skilled and experienced major gifts officer to join our team in achieving our annual and major giving program objectives. Reporting to the Director of Development, the Major Gifts Officer is an integral member of the CFUF Development team in our effort to secure philanthropic support for CFUF's mission which is to strengthen urban communities by helping fathers and families achieve stability and economic success. Our team is dedicated to connecting the interests of our donors to the needs of the organization to realize our mission.

The Major Gifts Officer will be responsible for identifying and cultivating relationships with prospective major donors. This involves prospect research and developing effective solicitation strategies as well as stewarding donors throughout the major giving process. The Major Gifts Officer will maintain a donor portfolio of 100-150 prospects. CFUF defines a major gift as \$1,000 or more.

### Position Responsibilities

- Identify, cultivate, solicit, and steward a major gift prospect pool of current and new donors from throughout the United States for major gifts.
- Build and manage a portfolio of 100-150 prospects with the capacity to make major gifts.
- Plan and execute solicitation strategies leading to major gifts; contact donors to pursue these strategies and build enduring relationships, completing 125-150 virtual and in-person visits per year.
- Prepare proposals, solicitation letters, gift agreements and other development materials for prospects and donors that articulate CFUF's needs, values, and goals.
- Communicate with major prospects and donors about specific ways to give, both current and deferred, to maximize gift and tax benefits.
- Build a strong network of collegial partnerships with development and departmental representatives in the organization.
- Seek and participate in opportunities to raise the profile of CFUF.
- Track and assess major gift fundraising metrics.
- Work collaboratively with members of the Major Gifts Committee to develop cultivation and solicitation strategies.
- Work evenings and weekends when necessary.



## The Candidate

### Position Qualifications:

- Bachelor's Degree required.
- At least five years related experience required.
- One to two years of management or program implementation experience.
- Ability to work in an environment that places a strong emphasis on fundraising metrics.
- Ability to work in a hybrid work environment.
- Ability to work independently and as a part of a team.
- Ability to maintain a high degree of professionalism and confidentiality.
- Ability to adhere to high ethical standards such as the Association of Fundraising Code of Ethical Principles and Standards.
- Excellent interpersonal, oral communications, writing, and editorial skills.
- Superior problem-solving skills.
- Strong attention to detail and excellent organizational skills.
- Ability to manage projects and determine priorities.
- Significant experience with Microsoft Word, Excel, Outlook, and Access and donor management databases,
- Basic knowledge of Adobe InDesign and Social Media platforms.

**Company Benefits:** The benefit package includes paid holiday, personal, vacation, and sick days, health insurance, long term disability, employee assistance program and retirement plan options.

**Location:** This position is Hybrid; Candidates must be able to reliably commute to the Baltimore office one day a week.



Applications should be submitted at  
<https://waterstonehc.com/driwaterstonehc/position/center-for-urban-families-major-gifts-officer/>

All first-round interviews for this position will take place via video conference with DRiWaterstoneHC.

DRiWaterstone is women founded and led executive search firm recognized by Forbes magazine as one of the leading executive recruiting firms in the U.S. With a focus on purpose and mission-driven organizations, we provide executive search and strategic consulting services to help regional, national, and international clients grow, thrive, and excel.

**Compensation:**

Pay range: \$75-85,000 salary per year. The range listed is one component of the total compensation package for employees.

***CFUF is an equal opportunity employer:***

*CFUF is committed to providing Equal Employment Opportunities and maintaining an equitable and inclusive working environment. Employment, compensation, and promotional opportunities are based upon individual capabilities and qualifications without discrimination because of race, color, religion/creed, ethnicity, gender, sexual orientation, age, national origin, marital status, medical conditions, pregnancy, disability, veteran status, or any other characteristic protected under law.*