



Major Gift Officer Job Description

Who we are:

The Children's Cancer Association (CCA) is the only organization of its kind. Established in 1995, CCA has the simple goal of delivering Joy to seriously ill children and teens when they need more than medicine. We combine energy, commitment and vision to transform the standard of care for seriously ill children every day with Joy. CCA has pioneered innovative, award-winning pediatric programs of music, friendship and nature.

CCA believes that a diverse staff of qualified, highly skilled, and creative individuals is necessary to achieve the vision and mission of the organization. We welcome and encourage applications from candidates who can contribute to the diversity of our workforce across a range of dimensions. Individuals who identify as Black, Indigenous, Latinx, Asian, Pacific Islander, or other People of Color, people who are queer, trans, non-binary, people with disabilities, people who are immigrants, people from poor and working-class backgrounds, and people who are/have been system-impacted are strongly encouraged to apply.

Who you are:

The Major Gift Officer executes in all aspects of the giving cycle, including developing appropriate cultivation strategies for donors and moving in an appropriate, timely and strategic fashion toward solicitation and closure. This position is perfect for a dynamic and experienced fundraiser and will manage a portfolio of individual prospects and corporations, including prospect identification, cultivation and stewardship (\$5K+). This professional works with JoyRx leaders, board members, corporate and community partners on gift approach strategies.

JoyRx has a large, loyal base of existing donors and deepening our investment in growing lead individual gifts is a strategic priority of the organization. The Major Gifts Officer benefits from a small, strong existing major gifts program and an individual giving program that has exceptional national growth potential.

In addition, the Major Gift Officer will foster a culture of philanthropy, trust and brand affinity with a broad array of community partners promoting the mission of JoyRx

This position reports to the Director of Philanthropy.

Essential Functions

- Develop and manage relationships of approximately 125+ prospective donors.
- Collaborate with the Director of Philanthropy to lead and ensure a prosperous major giving program of approximately \$2.5M.
- Assume responsibility for securing support from donors who are capable of making gifts of \$5K - \$25K.
- Build and strengthen relationships to cultivate a pipeline of major donors



- Coordinate an effective program for recognition, involvement, and stewardship of major gifts donors in partnership with the Director of Philanthropy.
- Leverage volunteer and board leaders for gift approach strategies
- Ensure stewardship reports are provided to donors on the use and impact of their gifts.
- Accurately and proactively update moves management status for portfolio
- Provide information and inspire planned gifts for individuals in portfolio

Skills:

- Excellent communication skills, both written and verbal; solid presentation skills; ability to influence and engage a wide range of donors and build long-term relationships
- Maintain technical expertise in tax, investment, and legal aspects of charitable giving and articulate this expertise clearly and effectively in discussions with prospective donors, their counsel, colleagues, and volunteers
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement approved recommendations
- Strong listening skills and demonstrated ability to develop and maintain effective relationships with a variety of stakeholders
- Excellent interpersonal skills, including the ability to interact with C-level contacts
- Maintain a high level of integrity and consistent ethical judgment in all working relationships and related duties
- Outstanding planning, organizational, and analytical skills
- Sound judgment in problem-solving and decision-making techniques
- Demonstrated experience with leading teams to meet financial goals
- Able to balance competing priorities, complex situations and tight deadlines

Education & Experience

- Bachelor's degree required
- 3-5 years of successful experience in major gifts portfolio management and closing major gifts, resulting in a proven track record of meeting revenue goals
- Demonstrated success in relationship-building processes, including strategy, approach, execution, delivery, and collaboration
- Familiarity with CRM databases and Microsoft Office suite – knowledge of Raiser's Edge preferred



Interpersonal Competency Requirements:

- **Relationship Building** - Effective performers understand that establishing and maintaining productive relationships is a priority.
- **Initiative** - Effective performers are proactive. They make things happen.
- **High Standards** - Effective performers model standards that ensure exceptional quality and necessary attention to detail.
- **Active Communications** - Effective performers recognize the essential value of continuous information exchange.
- **Energy** - Effective performers have a high level of energy.
- **Planning and Organizing** - Effective performers have strong organizing and planning skills.

Work Environment

This job operates primarily in a professional office environment but may occasionally be required to perform job duties outside of the typical office setting.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

Frequently operates a computer and other office equipment, such as a calculator, copy machine, and computer printer. This position requires the ability to perform basic math and speak, hear, write, and read English; occasionally and/or move up to 10 pounds.

Travel

This position requires frequent travel in the Portland Metro area.

Compensation:

CCA is a growth organization that looks for team members to grow with it. CCA offers a generous total rewards package, casual work environment and an inclusive culture. Every CCA role shares one galvanizing message, to bring joy, comfort and inspiration to every child or teen in their moment of need.

Competitive benefit package and salary commensurate with experience, salary starting at \$64,000/yr DOE and qualifications.

Generous benefits including:

- Paid premiums for medical, vision, and alternative care benefits



- Subsidized dental benefits
- PTO & nine paid holidays
- Voluntary short- and long-term disability
- Flexible spending plan
- Retirement Plan with 3% CCA match
- Paid four-week sabbatical after eight years of service
- Subsidized on-site parking or public transportation reimbursement

Application Guidelines:

Complete the application through our [application](#) portal and answer the following two questions in your cover letter:

1. Tell us how your previous work history has prepared you for this role
2. Provide salary expectations

Position Type/Expected Hours of Work

This is a full time (40 hours/week) exempt position. Some flexibility in hours is allowed; days and hours are Monday through Thursday, 8:00 am – 5:30 pm and Friday 8:00 am – 12:00 pm. CCA offers a hybrid work environment with both onsite (professional open office environment) days and opportunities to work remotely up to 2 days/week. This position requires evening hours and occasional weekend work at times.

General Information:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for the position. Job duties may change at any time with or without notice.

The position is based in Portland, OR. The position will be open until it is filled. CCA is an Equal Opportunity Employer committed to maintaining a non-discriminatory and dynamic work environment