



**JEWISH FAMILY &
COMMUNITY SERVICES**
EAST BAY

Major Gifts Officer Job Description

Department: Development

Reports To: Chief Development Officer

FLSA Status: Exempt

Employment Type: Full-Time

Location: Hybrid

OUR ORGANIZATION

Founded in 1877, JFCS East Bay is an innovative human services organization partnering with individuals, families, and communities across Alameda and Contra Costa counties to pursue justice, promote healing, and create meaningful change.

We strengthen families and relationships, support people impacted by trauma, provide legal services to immigrants, help refugees build new lives, and advocate for housing justice. Through our programs and partnerships, we connect people with the resources and support they need to thrive.

Our team is collaborative, creative, compassionate, and committed to building authentic relationships and advancing equity. We value a workforce that reflects the diversity of the East Bay and welcome applicants of all backgrounds, identities, abilities, and faiths—or no faith.

How We Work

Our work is guided by four core commitments:

- **Partnership:** We work alongside clients, colleagues, and community to promote healing and justice.
- **Integrity:** We act with accountability, transparency, compassion, and respect.
- **Equity and Inclusion:** We advance anti-racism, diversity, equity, inclusion, and belonging.
- **Respect:** We stand firmly against antisemitism, discrimination, and all forms of prejudice.

Position Summary

The Major Gifts Officer cultivates, solicits, and stewards individual donors and prospects to increase philanthropic support for JFCS East Bay. The position manages a portfolio of major donors, builds individualized engagement strategies, conducts donor meetings, and partners with executive leadership, Board members, program staff, and Development colleagues to achieve fundraising goals.

The position also supports planned and legacy giving, special initiatives, community engagement, and donor data management. A key responsibility is supporting JFCS East Bay's **150th Anniversary celebration** to strengthen donor relationships, increase community awareness, and generate philanthropic support.

Essential Responsibilities

Major Gifts & Donor Development

- Manage a portfolio of major donors and prospects with capacity for gifts of approximately \$5,000–\$100,000+, developing and executing strategies for qualification, cultivation, solicitation, stewardship, retention, and increased giving.
- Conduct approximately 10–12 substantive donor/prospect meetings monthly and build long-term relationships by aligning donor interests with JFCS East Bay's mission, priorities, and community impact.
- Prepare and participate in major gift solicitations with executive leadership and Board members, including developing proposals, donor briefings, talking points, impact reports, and stewardship materials.
- Strengthen donor engagement and philanthropic support through personalized strategies, timely follow-up, and effective stewardship.

Prospect Research, CRM & Portfolio Management

- Research, identify, qualify, and prioritize prospects to build and maintain a strong major gift pipeline.
- Maintain accurate, timely donor and prospect records in Salesforce or another CRM, including giving history, relationships, engagement, solicitations, and next steps.
- Track portfolio activity, moves management, pipeline progress, and fundraising results; use data and research to prioritize outreach and inform strategy.

Planned Giving & Special Initiatives

- Identify and cultivate planned and legacy giving prospects and coordinate follow-up with Development leadership and professional advisors.
- Support fundraising campaigns, special initiatives, donor events, and organizational milestones.

- Support donor engagement activities for JFCS East Bay's **150th Anniversary**, including stewardship, commemorative events, communications, and community engagement.
- Leverage the anniversary to deepen donor relationships, increase visibility, and advance philanthropic support.

Leadership, Program & Community Engagement

- Develop a strong understanding of JFCS East Bay's programs, priorities, and impact and translate them into compelling donor opportunities and communications.
- Partner with the CEO, Development leadership, senior staff, and Board members to advance donor cultivation, solicitation, and stewardship, including preparation of prospect profiles, briefings, and meeting strategies.
- Collaborate with program and communications teams to communicate impact through compelling stories that protect client dignity, privacy, and confidentiality.
- Represent JFCS East Bay at donor, community, and philanthropic events and build relationships with community leaders and partners.

Minimum Qualifications

- Bachelor's degree or equivalent combination of education and relevant experience, plus five or more years of progressive nonprofit fundraising experience, including at least three years managing a major donor portfolio.
- Demonstrated success cultivating, soliciting, and stewarding individual donors, securing gifts of \$5,000 or more, and developing a strong major gift pipeline using effective prospect research, moves management, and individualized engagement strategies.
- Strong ability to build authentic donor relationships, align philanthropic interests with organizational priorities, and communicate mission and program impact through compelling written, verbal, and presentation skills.
- Strong strategic thinking, project management, organizational, and analytical skills, with experience using Salesforce, Blackbaud, or comparable donor CRM systems to manage portfolios, track activity, and inform fundraising strategies.
- Demonstrated sound judgment, collaboration, confidentiality, and ethical fundraising practices, with a commitment to cultural humility, equity, inclusion, and the mission and diverse communities served by JFCS East Bay.

Preferred Qualifications

- Experience with planned or legacy giving, donor segmentation, fundraising campaigns, special initiatives, or major donor events.
- Experience partnering with Board members, senior leaders, professional advisors, family foundations, philanthropic networks, or community partners.

- Knowledge of the local philanthropic landscape and/or experience in human services, healthcare, education, or another mission-driven organization.
- Experience working with immigrant, refugee, aging, youth, children, family, or other diverse communities; additional language skills relevant to the communities served are a plus.

Compensation & Benefits

Compensation Range: \$85,833-\$123,600 with an anticipated starting salary between \$85,833-\$103,000 contingent on experience and internal equity.

Benefits include:

- Medical, dental, and vision insurance
- Life insurance/AD&D and long-term disability
- Flexible spending accounts for health care, dependent care, parking, and transit
- 401(k) with 6% employer matching contribution after one year
- 28 paid days off per year through Earned Time Off (ETO)
- Up to 16 paid holidays per year
- Hybrid work options combining office and remote work

Work Environment & Conditions

This position combines office, remote, community, and donor-facing work. Regular local travel is required for donor meetings, program visits, community events, and organizational activities. Occasional evening and weekend availability may be required. The position requires effective communication in person, by phone, and electronically and the ability to perform essential functions with or without reasonable accommodation.

Equal Opportunity

JFCS East Bay is an Equal Opportunity Employer and does not discriminate on the basis of any protected characteristic, including age, ancestry, citizenship, color, disability, gender, immigration status, marital status, national origin, race, religion, sexual orientation, or veteran status. We are committed to diversity, equity, inclusion, accessibility, belonging, and creating a community where everyone can flourish with dignity.

Condition of Employment

Employment is contingent upon satisfactory completion of a background check, including LiveScan where applicable. The review may include criminal records, education and credential verification, licenses and certifications, professional references, employment history, and other legally permitted checks. JFCS East Bay will issue a conditional offer to the selected candidate, which may be rescinded if disqualifying information is identified.

To apply: [JFCS East Bay - Careers](#)