

Position Title: Major Gifts Officer

Status: Full-Time

Location: Chicago/New England/New York

Organization: American India Foundation

Overview:

The American India Foundation is committed to catalyzing social and economic change in India and building a lasting bridge between the United States and India through high-impact interventions in education, livelihoods, public health, and leadership development. Working closely with local communities, AIF partners with NGOs to develop and test innovative solutions and with governments to create and scale sustainable impact. AIF's programs emphasize inclusive models that focus on the unique needs of girls and women to achieve gender equity as a basis for sustainable change. Year over year, AIF has seen tremendous growth and is expected to continue on its inspiring growth trajectory.

Founded in 2001, at the initiative of President Bill Clinton following a suggestion from former Indian Prime Minister Vajpayee, AIF has invested close to \$200 million and impacted the lives of more than 12.9 million of India's poor by providing access to high-quality education to children, formal sector employment for youth and nano-entrepreneurs, and public health services to protect the health of mothers and their children, while building the next generation of global leaders through service. With offices in New York and California, six chapters across the U.S., and India operations centered in New Delhi, AIF is transforming lives across 26 states of India while addressing these issues on a regional, country, and international scale. Learn more at www.AIF.org

Job Summary:

- The Major Gifts Officer is responsible for developing strategies for the cultivation, solicitation, and stewardship of donors with special focus on five figure multi-year gifts to support AIF's programmatic priorities in the Chicago and New England chapters.
- Help our donors accomplish their philanthropic goals and ambitions through a relationship with our organization
- Manage systems and software to track and cultivate donors and prospects, including our donor database and wealth screening tools
- Manage existing portfolio of 100+ donors and prospects
- Work with the development department to align efforts and set goals
- Create and implement a donor pipeline plan to feed portfolio
- Make direct, face-to-face solicitations, and assist the board and other staff with their solicitation (e.g. provide portfolio development support, strategic counsel, and help with donor communications)
- Acknowledge major donors through public and private recognition
- Track and report progress using specific metrics

Reporting and relationships:

- The role will report to the Chief Development Officer of the organization

Job Functions:

Donor Prospecting (15%):

- Working within AIF's own database to upgrade current donors and reactivating lapsed donors
- Within the MGO's region, developing relationships and networks to gain new donor leads

Donor Cultivation (20%):

- Meet, educate, and build relationships with prospective donors
- Understand what motivates the donor's philanthropy
- Prepare prospective donors for eventual ask

Donor Stewardship (25%):

- Ensuring current donors are up-to-date with AIF programs
- Find meaningful moments to interface with donors

Proposing and pitching (40%):

- Work with donors cultivated on where they want to invest in AIF
- Make verbal or via proposals funding asks of donors

Key Skills, Competencies and Desired Qualifications:

- A passion for AIF's mission to bring positive change to the people of India
- Demonstrated experience, success, and progressive responsibility in fundraising with a minimum of 3-5 years' experience
- Ability to set goals strategically and oversee execution
- High level of discretion and ethical approach to fundraising
- Proven ability to interact and influence philanthropic leaders
- Experience motivating and managing high-profile volunteer leadership and senior executives
- Ability to organize and complete multiple tasks simultaneously with close attention to detail and prioritization to meet deadlines
- Excellent written and verbal communication and presentation skills
- Proficient in Microsoft Office and Google Application Suites with a high level of general computer competency
- Proficiency in database management (Raiser's Edge preferred), and other computer skills, as required

Salary and Benefits: American India Foundation offers a competitive salary based on experience and skills and an excellent benefit package including the below:

- Annual compensation range: \$80-95K
- Medical insurance (comprehensive benefit package with 100% of the standard plan paid by AIF for self and dependents)
- Dental and Vision insurance (comprehensive benefit package with 100% of the standard plan paid by AIF for self and dependents)
- AIF paid 403(b) plan
- Pre-tax flexible spending accounts
- Life insurance paid by AIF
- Paid Maternity Leave
- Commuter benefits
- Paid vacation and sick time
- Employee Assistance Program (EAP)
- Opportunities to learn and grow in all aspects of a non-profit organization

The policy of AIF is to afford equal employment opportunity for all employees, without discrimination on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, or any other characteristic protected by federal, state, or local law.

HOW TO APPLY

Applicants **MUST** be eligible to legally work in the United States of America. Please send your resume and cover letter to: ny@aif.org

