



JOB POSTING – Major Gifts Officer

Organization:	Right To Play USA
Department/Division:	US National Office
Work location:	New York preferred
Authorized to work in:	US (Eligible to work legally without requiring sponsorship or work permit)
Work arrangement:	A combination of in-office and remote-working in accordance with Right To Play's work arrangement and the operational needs of the department
Target Start Date:	February 2022
Contract Duration:	Permanent/Full-time
Closing Date:	January 16, 2022

BACKGROUND:

Right To Play is a global organization that protects, educates and empowers children to rise above adversity using play. By harnessing play, one of the most powerful and fundamental forces in a child's life, we helped 2.3 million children last year to stay in school and out of work, to prevent life-threatening diseases like HIV and malaria and to stay safe from exploitation and abuse. We are the only global development organization focused exclusively on using play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and eight national offices across Europe (Germany, The Netherlands, Norway, Sweden, Switzerland, UK) and North America (Canada, US).

With a shared passion for our mission, our Culture Code guides how we act and interact based on five core pillars:

- Accept Everyone – *Be intentional about inclusion*
- Make Things Happen – *Seek opportunities to lead and innovate*
- Display Courage – *Act with integrity*
- Demonstrate Care – *Look after yourself and one another*
- Be Playful – *Have fun at work*

Please visit [our website](#) to learn more about who we are and what we do, and [watch this video](#) to find out about the five pillars of our Culture Code.

JOB SUMMARY:



Right To Play (RTP) USA seeks a Major Gifts Officer (MGO) who will be responsible for building and managing a portfolio of individual major gift and family foundation donors in the \$5,000-\$50,000 segment. As the MGO, you are directly responsible for building donor engagement strategies consistent with standard moves management operations and populating all relevant information and cultivation steps in our donor CRM.

Reporting directly to the Director of Development, you are responsible for an annual fundraising goal of approximately \$1 million. There will be a strong emphasis on reengaging lapsed donors while simultaneously identifying new prospects to build a dynamic portfolio. As a frontline member of the development team, you will create and implement an annual work plan to ensure annual fundraising goals are met/exceeded. You will build and manage a portfolio of individual major donors and family foundation donors annually and are responsible for developing donor strategies and relationships to grow financial support for RTP's unrestricted revenue.

Although some research support is available, you will ultimately be responsible for your own prospect research and will share responsibility for monitoring and identifying new areas of opportunity for major gifts. You will also support RTP USA's annual gala event as it relates to fundraising efforts, and other special major donor fundraising activities as assigned.

You are expected to travel domestically and internationally (up to 25%) and to work/travel in evenings and weekends.

PRIMARY RESPONSIBILITIES:

Job Responsibility #1: Stewardship and Portfolio Management (50% of Time):

- Participates in monthly portfolio meetings with plans for cultivation, stewardship, and solicitation of donors, and weekly 1:1 meetings with the Director of Development
- Collaborates and works alongside Development Associate as it relates to the management of the Donor Service Model and tracking of moves in Mission CRM
- Proactively utilizes Mission CRM database for donor management and reporting, participates in global calls to remain informed of all updates as it relates to the organization's CRM.

Job Responsibility #2: Portfolio Development and Growth (20% of Time):

- Promotes and ensures the coordination of lead generation and corresponding research to increase donor engagement

Job Responsibility #3: Donor Cultivation (25% of Time):

- Engages members of global leadership team, country directors, and US Board of Directors in donor cultivation and fundraising solicitations and supports involvement with appropriate research and briefing materials



Job Responsibility #4: Other Tasks as Assigned (5% of Time)

MINIMUM QUALIFICATIONS (Must have):

EDUCATION/TRAINING/CERTIFICATION:

- College degree or equivalent in relevant fields.

EXPERIENCE:

- 5 years of relevant experience of frontline fundraising experience focusing on portfolio management with proven success of helping increase giving;
- Experience with working in cross-functional teams and matrixed environments.

COMPETENCIES/PERSONAL ATTRIBUTES:

- Demonstrated ability to work collaboratively on a team and to build and maintain positive relationships with all levels of the organization, including volunteer leadership, senior management, and staff.
- Strong interpersonal skills, maturity, tactfulness, and good judgment
- Initiative/proactive problem-solving skills
- Discretion with sensitive materials
- A demonstrated passion for international development and RTP's mission.
- Ability to manage tasks in a fast-paced, team-oriented (virtual) environment.
- Flexible and able to work remotely, independently and handle multiple projects simultaneously.
- Excellent written and oral communication skills – includes communication with donors, senior leadership, and colleagues.
- Excellent listening skills - accepts constructive feedback
- Strong organizational skills, attention to detail, and meets deadlines

KNOWLEDGE/SKILLS:

- Excellent computer skills, including competency with standard business applications and database systems
- Knowledge preferred of using database systems such as Microsoft CRM or Raiser's Edge

LANGUAGES:

- Excellent spoken and written English.

DESIRED QUALIFICATIONS (An Asset)

- Previous development experience with an international non-profit desired.



WHO YOU ARE:

You are highly driven, results-oriented, collaborative and well-rounded leader with a passion for working with children and youth. You are an exceptional communicator with excellent networking skills.

WHAT YOU'LL GET:

The opportunity to work with a passionate, innovative and collaborative team where you have the ability to make things happen. You will gain experience working for a globally recognized organization with a healthy culture premised on our Culture Code (**accept everyone, make things happen, display courage, demonstrate care and be playful**). In addition, we offer a competitive salary and benefits package including personal learning and development days.

HOW TO APPLY:

If you are interested in applying for this position, please apply [here](#) with your resume and cover letter in English.

While we thank all applicants for their interest, only those selected for interviews will be contacted. **Shortlisting of applications will begin immediately and interviews may be held before the closing date.**

Right To Play provides equal employment opportunities to employees regardless of their gender, race, religion, age, disability, sexual orientation or marital status. As such, we encourage groups who have been historically disadvantaged with respect to employment to apply for positions at Right To Play. We offer a family-friendly environment that allows for flexible work arrangements in order to support staff diversity and ensure a healthy work-life balance.

We are a child-centered organization. Our recruitment and selection procedures reflect our commitment to the safety and protection of children in our programs. **The successful candidate will be required to provide a satisfactory Vulnerable Sector Screening or equivalent criminal check as a condition of employment.**

Should you require any form of accommodation during the recruitment process, kindly contact the People & Culture team by email at careers@righttoplay.com

To learn more about who we are and what we do, please visit our website at www.righttoplay.com.