

## **Major Gifts Officer**

The Fund for Public Health in New York City (FPHNYC) is a 501(c)3 non-profit organization that is dedicated to the advancement of the health and well-being of all New Yorkers. To this end, in partnership with the New York City Department of Health and Mental Hygiene (DOHMH), FPHNYC incubates innovative public health initiatives implemented by DOHMH to advance community health throughout the city. It facilitates partnerships, often new and unconventional, between government and the private sector to develop, test, and launch new initiatives. These collaborations speed the execution of demonstration projects, effect expansion of successful pilot programs, and support rapid implementation to meet the public health needs of individuals, families, and communities across New York City.

### **POSITION OVERVIEW**

FPHNYC has a very strong track record with government, foundation and corporate grants having raised over \$400 million in its first 15 years. We have been laying the groundwork to launch a major gifts campaign for over a year, and seek a driven, creative, bold and thoughtful leader to help us manage the campaign. The Major Gift Offer (MGO) will be responsible for ensuring FPHNYC major donors have a positive and rewarding philanthropic experience. In support of the Executive Director, the MGO is responsible for the identification, cultivation, solicitation, and stewardship of individual prospects at the \$10,000-and-above level. The MGO will help build a strong base of individual donors to support the ambitious growth of the organization over the next several years, particularly to advance two initiatives: *The Healthy Mothers and Babies Fund* and *The Epidemics Fund*.

### **RESPONSIBILITIES**

- Identify and qualify new individual prospects for FPHNYC
- Perform research on prospects
- Manage an active portfolio of 75-125 prospects and develop cultivation and solicitation strategies in line with FPHNYC's priorities and prospect interest
- Oversee stewardship of a high-quality donor experience through correspondence, donor engagement, professional proposals, mailings and acknowledgements
- Plan and execute fundraising cultivation activities including small private gatherings and conference call updates
- Support Executive Director and other volunteers in their cultivation and solicitation activities
- Represent FPHNYC at external functions and events
- Other duties as assigned

### **QUALIFICATIONS**

- Bachelor's degree required, advanced degree preferred
- Proven track record closing five and six-figure gifts
- An entrepreneurial spirit and strong appetite to work in start-up environment, ability to handle a degree of ambiguity
- Exceptional verbal and written communication skills and excellent attention to detail
- Experience addressing myriad of audiences on issues related to poverty, public health or social justice

- Ability to navigate and negotiate the political and government landscape of public health and public-private partnerships
- Strong decision making ability and attention to detail are equally important
- High degree of integrity, initiative, and resilience
- Demonstrated ability to work in a fast-paced environment, meet concurrent deadlines, organize time and priorities, and to do so in collaboration with diverse stakeholders
- Proficiency with Microsoft Office applications especially Word, Excel, Outlook and PowerPoint, and development databases, Salesforce preference
- Proficiency with prospect research
- Passion for the mission of FPHNYC with a strong commitment to its core mission, vision, and values

### **SALARY AND BENEFITS**

FPHNYC offers a comprehensive benefits package. The salary range for this position is commensurate with experience.

### **TO APPLY**

To apply, send resume, with cover letter including your salary requirement to: [publichealthjobs@fphny.org](mailto:publichealthjobs@fphny.org). Please indicate "Major Gift Officer\_Your Name" in subject line.

***The Fund for Public Health in New York City is an Equal Opportunity Employer and encourages a diverse pool of candidates to apply.***