

**Job Title:** Senior Major Gifts Officer  
**Department:** Development Department  
**Status:** Full time, exempt

**Location:** New York, NY, San Francisco, CA area, or Chicago, IL

The Lymphoma Research Foundation (LRF) is the nation's largest non-profit organization devoted to funding innovative research and serving the lymphoma community through a comprehensive series of education programs, outreach initiatives and patient services. LRF's mission is to eradicate lymphoma and serve those touched by this disease. To date, the Foundation has awarded almost \$65 million in lymphoma-specific research.

The Lymphoma Research Foundation (LRF) is seeking an experienced fundraising professional to work with the Chief Development Officer and other development team members in advancing individual major gift and institutional giving. The Senior Major Gifts Officer provides both front-line fundraising expertise and strategic guidance for campaign activity and results. This is a key position on the fundraising team and, as such, the Senior Major Gifts Officer serves as liaison and key contact to volunteer fundraising committees. S/he will work together with development staff in the National Headquarters (NYC) and a West Coast consultant to help plan and execute a major giving growth strategy.

The ideal candidate will be creative and entrepreneurial, with the ability to take initiative, work autonomously, and act with accountability. S/he will have exemplary fundraising and relationship building skills, the ability to listen and create a tailored pitch, and be excited by the responsibility of playing a key role in securing funding to support LRF's ambitious development goals.

**Key Responsibilities:**

- Manage a donor prospect portfolio of 120+ prospects, with aggressive visit, solicitation and revenue goals.
- Build relationships with donors and prospects who have high potential lifetime value to deeply engage them with the LRF mission.
- Record, with timeliness and precision, information about prospects and donors using Raiser's Edge; also report activity and monitor resources and expenditures associated with portfolio.
- Build relationships with key stakeholders throughout the organization including program staff, SAB members, LRF Directors, grantees, and patients to stay current on program and research offerings and impact.
- Work with Chief Development Officer (CDO) and Development and Communications teams on developing the strategy and tactics of the 25<sup>th</sup> Anniversary Campaign as well as subsequent campaigns.
- Develop strong relationships with Program teams to develop and maintain up-to-date subject matter knowledge and deliver a robust range of high-touch donor engagement opportunities.

- Working with the Individual Giving team, brainstorm and implement experiential and creative practices for the stewardship of donor relationships, ensuring donors feel connected, informed, and have clear insight into the impact of their gifts/commitments.
- Collaborate with other team members to ensure the timely and accurate completion of routine work such as call reports, gift acknowledgements, solicitation and cultivation mailings and event invitations.
- Maintain ongoing familiarity with lymphoma research and trends.
- Conduct regular research on prospects within portfolio, to include wealth capacity rating, giving history, and LRF involvement.
- Assist the CDO and entire development team on special projects and events as they are identified.

**Reports to the Chief Development Officer, National Headquarters, NYC.**

**Qualifications:**

- A Bachelor's degree is required
- Three to five years of directly-related experience in major gift fundraising, preferably in a national disease and advocacy nonprofit organization.
- Comfort interacting with high net-worth individuals and families
- Superior written and verbal communication skills
- Fluency with Raiser's Edge and experience with Luminate Online strongly preferred.
- Excellent organization and project management skills, with the ability to accurately complete multiple assignments with competing deadlines.
- Willingness and ability to travel nationally and spend some evenings and weekends at development and program events. Quarterly travel to the NYC Headquarters, if located outside of the NYC area.
- Hard-working, self-motivated, and bright individual with ability to work as a key member of a development staff where respect, coordination, and collaboration are highly valued.
- Ability to handle confidential information appropriately.
- Proficiency in MS Office suite, especially Word, Excel and PowerPoint.

Interested candidates should e-mail their resume, cover letter and salary expectations to [gjaworski@lymphoma.org](mailto:gjaworski@lymphoma.org) and place "Major Gifts" in the subject line. Please note that all applicants invited to participate in the interview process will also be required to complete an application and are subject to a background check.

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