JOB OPPORTUNITY
Job Title: Major Gifts Officer
Reports To: Director of Philanthropy
Job Location: Hybrid; Office located in Seattle, WA
Hours/Schedule: Full-time, Non-exempt

ABOUT KIN ON
Kin On is a non-profit organization rooted in the Asian community for more than 35 years. Kin On's mission is to honor, support, and advocate for our Asian elders and families by offering culturally and linguistically appropriate healthcare services in a healthy living community. Kin On operates an age friendly campus which includes a Nursing Home and Supportive Housing facilities. Additionally, Kin On offers Home Care, Social Services, and Healthy Living programs serving Asian seniors in our community.

JOB DESCRIPTION
The Major Gifts Officer is responsible for establishing and leading the major gifts fundraising program as a member of Development group. As a secondary responsibility, this person will also serve as the lead person in charge of cultivating new and ongoing corporate sponsors for Kin On special events.

ROLE AND RESPONSIBILITIES
Major Gifts Function and Responsibilities:
• Establishing and managing the major gifts program for Kin On working in collaboration with the Director of Philanthropy, strategizing and implementing activities for results-focused major gifts fundraising
• Managing the weekly activities and efforts of the major gifts program, strategically creating a plan of approach for donors with the capability of contributing gifts of $1000 and above.
• Identifying, cultivating, engaging and stewarding relationships with current and potential individual major donors
• Effectively managing a portfolio of between 100-125 major donor prospects
• Making and documenting approximately 100-125 strategic cultivation, solicitation, or stewardship visits and/or connection points each year with major donors and prospects
• Preparing written proposals, gift agreements, and other materials needed to define, secure and document major gifts
• Recording and tracking donor “moves” and significant activity using an effective prospect management system
• Developing meaningful recognition for each major gift that strengthens relations and brings appropriate desired visibility to individual donors
• Providing strategic input to the Director of Philanthropy in designing and implementing strategic fundraising planning to build long-term relationships and attract major gifts
• Participating in the development of policies and procedures relating to the major gifts program and marketing for the major gift effort

Corporate Gifts Function and Responsibilities:
• Identifying, strategizing, tracking and cultivating both current and prospective corporate partners
• Creating compelling pitch materials, such as proposals and other related documents and/or collateral that will influence and inspire both current and prospective partners to sponsor Kin On events
• Identifying opportunities for upselling and manage the process of renewals
• Prepare written grant or sponsorship applications from corporate partners
• Collaborating with both internal staff and event committees to establish marketing benefits for sponsorship packages
• Serving as the internal point person/liaison for all sponsor-related activities or needs, ensuring all marketing benefits are fulfilled with the highest quality
• Assist in working with our key stakeholders: customers, government, suppliers, board, staff, community, competitors, volunteers, partners, donors
• Performs other duties as assigned

MINIMUM QUALIFICATIONS:
• Bachelor’s Degree in nonprofit related field or three years of equivalent experience
• Three years of fundraising experience
• Bilingual in Chinese is preferred but not required
• Candidate must be authorized to work in the United States

KNOWLEDGE, SKILLS AND ABILITIES:
• Strong knowledge of current fundraising processes, practice and/or willingness to acquire knowledge quickly
• Demonstrated ability to build credibility and confidence with a wide variety of employees and leaders as a trusted advisor and confidant. Ability to influence individuals at all levels of the organization
• High level of professionalism, and ability to balance urgency and decisiveness with patience and compassion. Excellent interpersonal and communications skills, characterized by presence, respect for others, and good listening skills. Clear verbal, written, and thinking skills, an open mind and the ability to think on his/her feet
• Strong project management skills, effective organizational skills, business acumen, including strong problem solving skills, critical thinking and analysis with high attention to detail
• Ability to effectively present information and respond to questions from individuals, groups of candidates, students, employees, managers, clients, customers and the general public
• Ability to work collaboratively and independently with a focus on completing tasks within a timely manner
• Team player with strong interpersonal skills and ability to build effective working relationships throughout all levels of the organization. Ability to work within a diverse workforce

WORKING ENVIRONMENT:
This role interacts with a community-based organization. Work is performed online and within a normal office environment. Occasional evening and weekend work may be required.

COMPENSATION AND BENEFITS:
• Pay: $58,000 - $72,000 per year
• Medical/Dental/Vision insurance plans
• Life insurance
• Flexible Spending Accounts
• 403(b) retirement plan and employer-contributed SEP (Simplified Employee Pension)
• Paid holidays: 7 days
• Paid vacations: 1.54 hours for every 40 hours worked
• Paid sick leave: 1.24 hours for every 40 hours worked
• Free parking

HOW TO APPLY:
Please apply through candidate portal on the Kin On careers page. Only qualified individuals will be contacted for an interview.

Kin On is An Equal Opportunity Employer. Kin On prohibits discrimination and harassment against any employee or applicant for employment because of race, color, age, religion, sex, national origin, sexual identity or expression, sexual orientation, disability, veteran, military or marital status, genetic information or any other protected status.