



Position: Major Gifts Officer

Location: Washington, DC

Status: Full-time, permanent

Reports to: Associate Director, Development

Application Deadline: August 10, 2018

About Malala Fund: Malala Fund is working toward a world where all girls can learn for 12 years and lead without fear. We advocate for resources and policy changes needed to give all girls a secondary education. The girls we serve have high goals for themselves — and we have high expectations for leaders who can help them. We invest in developing country education leaders and frontline organizations — the people who best understand girls in their communities — in regions where most girls are missing out on secondary school. We amplify girls' voices. Malala Fund is building a movement of young education activists who, like Malala, speak truth to power around the world.

Position Summary: Reporting to the Associate Director of Development, the Major Gift Officer will manage a portfolio of major donors (\$5,000+) and support the planning and logistics for special events. S/he will identify, cultivate and solicit major donors to meet ambitious fundraising targets and will play an integral role in the development of Malala Fund's major gifts strategy. A key function of this position will also be to service a growing Leadership Council comprised of top-tier philanthropists. The ideal candidate is self-motivated, adept at developing innovative strategies and skilled in creating clear and compelling messages for diverse audiences.

I. Responsibilities:

Strategic Development:

- Work with the development team to integrate fundraising efforts and meet major gifts fundraising goals (currently \$5.8 million for FY2019).
- Create strategic engagement plans for a portfolio of major donors to include mailings, calls and emails, in-person meetings and meeting follow-up.
- Work with the Fund Development team to grow and support Malala Fund's Leadership Council of highest level donors, facilitating staff engagement with Council donors and prospects through briefings, talking points, scheduling, correspondence and follow up.
- Develop and implement fundraising events and activities, including donor dinners, celebration events, conference engagement and other initiatives.
- Seek opportunities to cultivate and secure support from new demographic, regional and affinity groups to diversify and expand Malala Fund's base of support.

Relationship Management & Tracking:

- Make direct solicitations and assist Board members and staff in solicitations by providing portfolio development support, strategic counsel and help with donor communications.
- Design campaigns, including an Annual Campaign and End-of Year-Campaign targeted at major donors.



- Assist in launching Malala Fund “Dost Dinners” (small intimate gatherings) by identifying hosts and supporting logistics and planning.
- Assist colleagues in high-level individual engagement and sponsorship opportunities for a Malala Fund signature celebration event.
- Manage systems and software to track and cultivate donors and prospects, including a Salesforce donor database and wealth screening tools.
- Collaborate with other team members in developing cultivation strategies for mid-level donors who may be future candidates for higher level solicitations.

II. Qualifications:

- At least 5 to 7 years of fundraising experience, preferably with major donors.
- Track record of meeting or exceeding annual revenue goals.
- Strong relationship management experience with major donors, in the US, UK and globally.
- Experience managing special events and follow-through.
- Excellent communication and solicitation skills, both oral and written.
- Ability to work effectively with a wide variety of people in a fast-paced environment with multiple priorities and frequent deadlines.
- Superior interpersonal, organisation and prioritisation skills.
- Ability and desire to travel domestically and internationally,
- Strong commitment to Malala Fund’s mission, purpose and values.

How to Apply: Please send your resume and a cover letter to hiring@malalafund.org indicating “Major Gifts Officer” in the title of your email.

Malala Fund is committed to safeguarding children and employment with our team is conditional upon successfully completing a background check.