



INSTITUTE FOR REFORMING GOVERNMENT

The Institute for Reforming Government is for those who want a thriving Wisconsin. Our goal is to build bridges by connecting people to policy, amplifying voices, and solving kitchen table issues to make Wisconsin the heart of the American Dream.

Now Hiring: Major Gifts Officer

In the last 3 years, IRG has raised over \$3.5 million to advance our vision of making Wisconsin the heart of the American dream. To take the next step in our organization's growth, IRG is hiring a full-time Major Gifts Officer to work closely with CEO CJ Szafir to help grow and manage our major gifts portfolio. The MGO will be responsible for developing and executing a major gift strategy to cultivate and steward donors, focused on current donors and the acquisition of new major gifts.

Location:

The position is remote with travel in Wisconsin, potentially up to 30% of the week.

Job responsibilities include:

- Nurture and cultivate long-term partnerships and relationships with current and prospective donors and foundations. Portfolio goal will be around 50 donors and 50 prospects.
- Implement strategic steps to move prospects through the major gift cycle of identification, qualification, cultivation, solicitation, and stewardship.
- Develop an annual plan of work, including specific fundraising, prospect-development, and programmatic goals with an emphasis on achieving established standards and metrics.
- Proactively identify and qualify individuals/households for the prospecting portfolio.
- Assist with grant-writing and searching for new foundations.
- Produces periodic updates for the donor portfolio, including webinars.
- Travel across Wisconsin - and at times to other states - to meet with donors and prospects.
- Organize donor prospecting and cultivation events.
- Synthesize complex research into clear opportunities for donor investment; being able to secure donor support for "ideas" and long-term research is essential.
- Drafts development documents for major donors and prospects, working with Communications on relevant collateral.
- Prepares regular written reports to the EVP and CEO regarding individual donor status updates, progress, and revenue trends.
- Assist in other areas of development where needed.



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Qualifications:

- Top candidates will have at least two years of experience in fundraising or sales with an emphasis on soliciting and cultivating close relationships with individuals or organizations.
- Superb sales, communications, and marketing skills.
- Ability to independently prioritize tasks, at times in consultation with senior leadership.
- Familiarity with moves management fundraising and donor research tools.
- Desire to be part of a high-performing remote-based team.
- Friendly, outgoing, and a strong interest in meeting new people.
- Highly organized with attention to detail.
- Creative, innovative, and problem-solving skills.
- Belief that Wisconsin should be the heart of the American Dream and all Wisconsinites deserve an opportunity to realize their full potential.

Compensation

- IRG offers remote work, flexible work hours, healthcare, 401(k) match, 8.5 holidays, and 200 hours PTO.
- Salary is commensurate with experience.

Interested individuals should send a resume, cover letter, and salary requirements to IRG's Senior Director of Operations, Elizabeth Evenson, at eae@reforminggovernment.org.

IRG is an equal opportunity employer.