

Organizational Overview: CCOF (California Certified Organic Farmers) is a nonprofit organization governed by the people who grow and make our food. Founded in California more than 40 years ago, today our roots span the breadth of North America and our presence is internationally recognized. We are supported by an organic family of farmers, ranchers, processors, retailers, consumers, and policymakers. Together, we work to realize a future where organic is the norm.

CCOF advances organic agriculture for a healthy world. We advocate on behalf of our members for organic policies, support the growth of organic through education and grants, and provide organic certification that is personal and accessible. For more information about CCOF, please visit www.ccof.org.

Position Summary: The Major Donor Officer is responsible for securing approximately \$500,000 annually to support Foundation programs, with the goal of further expanding this portfolio over time. The Major Donor officer leads all aspects of portfolio management and donor stewardship for 100+ donors and leads all prospecting and proposal development/solicitation for new Major Donor prospects. The Major Donor Officer is a key member of a growing development team (currently 3 members) and supervises one Development Associate.

This position is a full-time, exempt status position reporting to the Development Director.

Position Responsibilities:

- > Lead solicitation, donor stewardship and reporting for existing Major Donor portfolio, including both institutional and individual donors
- > Identify new Major Donor prospects; prepare grant applications and solicitation requests
- > Identify new areas for Major Donor program expansion, including planned giving and product sales percentage giving
- > Support fundraising activities of CEO/Executive Director, Foundation Assistant Director, Development Director and Board of Directors, including setting meetings and drafting briefings, solicitations, grant applications, follow up, and email correspondence
- > Design and execute comprehensive Major Donor stewardship strategy to increase rate of renewals and level of giving
- > Work with CEO/Executive Director, Assistant Director, and Development team on event planning, including two large annual fundraising dinners and smaller donor stewardship events
- > Manage and grow Supporting Member program, comprised of individuals giving \$25-\$999 annually, in collaboration with Development Associate
- > Design and execute direct mail and e-appeal campaigns
- > Manage all online giving and social media activity in collaboration with Development Associate
- > Coordinate with Programs team and Marketing department to recognize Major Donors, including producing blogs, funder spotlights, and other collateral
- > Manage grant/funder reporting calendar in conjunction with Program staff; lead reporting for Major Donor portfolio
- > Lead all internal development reporting, including weekly development report for CEO/Executive Director
- > Ensure accurate and complete records are maintained in Salesforce; contribute to ongoing development and improvement of Salesforce database
- > Oversee all Foundation development gift acknowledgement, in collaboration with Development Associate

Desired Qualifications:

- > Bachelor's Degree or equivalent experience
- > Minimum of three years experience in non-profit fundraising, with progressive responsibility and a proven track record of soliciting, closing and stewarding major gifts in the \$5,000-\$50,000 range
- > Demonstrated knowledge of cultivation, solicitation and stewardship strategies and techniques for institutional and individual funders

- > Superior, professional and versatile writing, presentation and communication skills with ability to adapt based on audience
- > Outstanding, outgoing interpersonal skills, high energy level and ability to speak persuasively in front of donors and partners
- > Background in food and agriculture a plus; strong commitment to advancing CCOF's mission and vision a must
- > Strong organizational skills and attention to detail
- > Experience managing a direct report is a plus
- > Working knowledge of donor databases, ideally including Salesforce
- > Flexibility, humility, patience and a good sense of humor required
- > Occasional evening, weekends, and overnight travel
- > Ability to lift 40 lbs from ground to waist
- > Own reliable vehicle available for work purposes
- > Ability to travel as needed

Compensation: CCOF takes pride in offering competitive pay and excellent benefits. The Major Donor Officer's starting compensation will depend on qualifications and experience.

Hiring Process: Applications will be accepted until the position is filled. Interested applicants, please submit the following documents to employment@ccof.org, with "Major Donor Officer" in subject line.

- > Cover letter summarizing your interest in CCOF and the position, and qualifications
- > Current resume
- > List of three professional references

Incomplete applications will not be considered. No phone calls please. Only short-listed candidates will be contacted. Thank you for your interest.