

THE FREIGHT

TITLE: Major Gifts Officer

REPORTS TO: Director of Philanthropy

SUPERVISES: None

EMPLOYMENT TYPE: Full-time, exempt

SCHEDULE: Flexible, generally 9-5 Monday through Friday; regular evenings and weekends for donor events and performances

PAY RANGE: \$80,000 - \$83,000 annually

POSITION OVERVIEW

The Major Gifts Officer leads the cultivation, solicitation, and stewardship of major donors for The Freight. This position focuses on building meaningful relationships with high-capacity donors, developing personalized engagement strategies, and securing major gifts to advance the organization's mission. Working closely with the Director of Philanthropy, this role requires a strategic approach to donor development with minimal administrative responsibilities.

RESPONSIBILITIES

50% Major Donor Portfolio Management

- Manage a portfolio of 150+ major gift prospects and donors (\$1,000+)
- Develop and implement customized cultivation and solicitation strategies for each donor
- Conduct personal visits and solicitations with major donors
- Create and maintain detailed moves management plans in Tessitura
- Identify upgrade opportunities within the existing donor base
- Document all donor interactions, strategy developments, and next steps
- Collaborate with Director of Philanthropy on solicitation strategies for top donors
- Meet annual revenue goals for major gift fundraising

25% Donor Relationship Building

- Attend 1-2 concerts weekly to engage with donors and prospects
- Host donor receptions and backstage meet-and-greets
- Arrange meetings between key donors and organizational leadership
- Create personalized stewardship experiences for major donors
- Develop deep knowledge of donors' interests, motivations, and giving capacity
- Serve as primary relationship manager for major donors
- Work with board members on peer-to-peer solicitation strategies

15% Events Strategy and Management

THE FREIGHT

- Design and oversee execution of donor cultivation and stewardship events
- Lead planning for annual fundraising gala and other major donor events
- Develop event concepts that meaningfully engage donors with The Freight's mission
- Collaborate with Director of Philanthropy and artistic leadership on event programming
- Facilitate seat reservations for Music Makers
- Evaluate event effectiveness and donor engagement outcomes
- Ensure effective follow-up with event attendees

10% Prospect Research and Development

- Identify new major gift prospects through research and events
- Evaluate donor capacity and develop qualification strategies
- Work with Director of Philanthropy to develop major gift proposals
- Stay informed about industry trends in major gift fundraising
- Participate in the creation of annual development goals and strategies
- Support The Freight's commitment to equity and inclusion in all aspects of work

SKILLS, KNOWLEDGE & ABILITIES

Required

- 5+ years of progressively responsible fundraising experience with demonstrated success in securing major gifts
- Proven track record of cultivating, soliciting, and closing gifts of \$5,000+
- Excellent interpersonal skills and ability to build authentic relationships
- Outstanding verbal and written communication skills
- Experience with donor management systems, preferably Tessitura
- Ability to work evenings and weekends for donor events and performances
- Strong project management skills and attention to detail
- Ability to work both independently and collaboratively
- Demonstrated commitment to valuing diversity and contributing to an inclusive environment
- Passion for the arts and ability to articulate The Freight's mission convincingly

Preferred/Desirable

- Experience in performing arts or music-related organizations
- Knowledge of the Bay Area philanthropic community
- Experience with moves management methodology
- Background in events planning and management
- Advanced knowledge of Tessitura or similar CRM systems
- Experience with planned giving programs