



POSITION DESCRIPTION:

Major Gifts Officer

Friends of the High Line (FHL) is the NYC Department of Parks & Recreation's non-profit partner working to ensure the park on the High Line is maintained as a great public place for all New Yorkers and visitors to enjoy. In addition to overseeing the maintenance, operations, and public programming for the High Line, Friends of the High Line is currently working to raise the essential private funding to help complete the High Line's construction and create an endowment for its future operations.

Reporting to the Director of Individual Giving, the Major Gifts Officer is responsible for actively driving the Development Department's fundraising efforts focused on individual donors, major gifts, and fundraising for High Line Art. This position is an integral part of the fundraising team and will work to identify, cultivate, and solicit individual donors with a capacity to give at the \$3,000 level and above.

Responsibilities include

- Managing a portfolio of high net-worth individuals from identification to cultivation, solicitation, and stewardship
- Setting and achieving ambitious goals for individual gifts in FHL's annual campaign
- Writing compelling proposals and reports to secure new commitments and upgrade existing donor commitments
- Preparing carefully constructed materials for use in cultivating and soliciting gifts
- Managing individual prospect research and preparing detailed prospect profiles
- Developing cultivation and solicitation strategies for prospects by assessing philanthropic intent, interest in supporting FHL, and giving capacity
- Ensuring prompt and accurate acknowledgement of gifts
- Managing a portfolio of individuals with an affinity for public art and cultivating potential funders for High Line Art

Qualifications

The successful candidate will be self-motivated, individually compelling, detail-oriented, and highly organized. Excellent oral, writing, analytical, and research skills, including experience using online databases and other sources to locate biographical, financial, and philanthropic information, a must. A high level of computer and Internet literacy, including experience with *The Raiser's Edge* and Microsoft *Word*, *Excel*, and *Outlook*, as well as an aptitude for mastering new computer applications, is essential. Bachelor's degree and three or more years fundraising experience relevant to the responsibilities required. Proven record of direct solicitation skills necessary.

To Apply

Please submit your cover letter, resume, and salary requirements to jobs@thehighline.org. Only those whose applications are being considered will be contacted.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.