

Individual & Legacy Gift Officer

About Us

We are the world's leader in adult education practice, innovating and building the capacity of literacy programs everywhere—from small community-based organizations to large adult education programs and institutions. By providing comprehensive training and professional learning, accessible research, grant funding, and leading-edge digital and print learning resources through New Readers Press, we advocate for and unleash the power of literacy to transform lives.

Position Summary

Serving as a strategic partner to the Vice President of Development, the Individual & Legacy Gift Officer will work collaboratively with staff and interdepartmentally to engage a national audience and cultivate relationships that will mutually service the philanthropic goals of the donor and organizationally build capacity.

The opportunity exists to significantly increase revenue by maximizing existing philanthropy from valued recurring donors, as well as identifying new opportunities with family foundations, individuals, estates planning attorneys and financial planners. The Individual & Legacy Gift Officer must be a well-versed and nimble fundraiser with a proven track record of inspiring commitment through a variety of gifting vehicles. They must also have the experience, knowledge, and entrepreneurial spirit to assist in building a more robust donor file of higher net worth partners and investors. This is an amazing opportunity to work with an established, well respected, fiscally sound nonprofit that is seeking measurable growth in the area of philanthropy.

Scope of Work

Fundraising

- Raise funds to foster the mission of ProLiteracy by aggressively developing and nurturing current and prospective donors including individuals, family foundations, and various planned giving advisors.
- Serve as a dynamic external representative for the organization with partners, funders, donors, and others.
- Respond to inquiries and communicate with donors, advisory organization members, and staff.
- Be responsible for designing, revising, and implementing a giving plan for every donor in their portfolio in order to reach an annual production goal.
- The majority of experiences focus on gifts of \$5,000 - \$100,000.
- **Travel as needed** to meet with donors throughout the United States.
- Ensure ProLiteracy's brand is upheld and remains in good standing in all business practices and communications adhering to ProLiteracy's goals and values.
- Report monthly on status of goals set for renewal and new business.

Education and Experience

- Commitment to ProLiteracy’s mission and values.
- A proven track record of delivering philanthropic growth for a mission-based organization.
- Demonstrated success with aligning organizational needs with funder interests and executing strategic innovative fundraising plans to grow philanthropy and exceed goals.
- Strong comprehensive analytical skills with the ability to use data to drive results, inform decision making, and build revenue plans for short-term and long-term strategic growth within their portfolio.
- Significant experience with CRM software applications (Salesforce a plus). Ability to maintain accurate and up-to-date donor records (Salesforce, DonorPerfect, or any CRM).
- Innovative strategic thinking and problem-solving skills with the ability to plan and implement in a demanding, fast-paced, ever-changing environment.
- Bachelor’s degree from an accredited college or university is required, preferably in a related field, and seven years’ experience performing related fundraising and/or sales work is required with major gift / individual giving / planned giving experience preferred in an entrepreneurial, fast-paced environment focused on best practices, with progressively increasing production.
- Ability to research, solicit, and secure funds from individual, family foundation, and planned giving relationships.
- Experience developing relationships with the expressed purpose of causing a prescribed actionable outcome.
- Entrepreneurial self-starter with a proven ability to self-motivate to reach ambitious goals in a high-growth environment.
- Ability to navigate geographically diverse philanthropic markets.
- Strong relationship-building skills with an ability to leverage own networks to broaden ProLiteracy’s base of support.
- Strong communication skills, including written, public-speaking, and presentation skills.
- Ability and willingness to travel as needed to meet with donors, prospects, and others who are positioned to help advance the organization.

Job Location, Compensation, and Benefits

ProLiteracy’s headquarters is based in Syracuse, New York. We are open to remote candidates with the ability to travel.

The salary range is \$55,000 - \$80,000 and is competitive and commensurate with experience with a generous benefits package. The exact salary that will be offered will be determined based on a consideration of the successful candidate’s skills, experience, and geography and aligned with ProLiteracy’s compensation policies.

We are looking for a motivated candidate with nonprofit fundraising and development experience with a highlight in legacy gifts. We are seeking a diverse pool of candidates from across the country. Please send cover letter and résumé to hr@proliteracy.org.

ProLiteracy believes every adult has the right to literacy. Our mission is to help adults gain reading, writing, math, and digital skills, with the intent of giving them the power to impact major social issues and change the world around them. We believe education leads to equal opportunities, liberties, and protection under the law, and that we must stand up against bigotry, racism, and hatred. ProLiteracy is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.