



Fort Collins  
**Habitat**  
for Humanity®

# Major Gifts Coordinator

<b>Position Title:</b> Major Gifts Coordinator	<b>Employment Status:</b> Full-Time, Salaried (32+ hours)
<b>Department:</b> Development	<b>FLSA Classification:</b> Exempt
<b>Reports To:</b> Chief Development Officer	<b>Supervises:</b> N/A
<b>Salary:</b> \$50,000 - \$60,000 commensurate with experience and hours agreed upon (32-40 hours per week).	

## Position Summary:

The Major Gifts Coordinator plays a vital role in advancing the organization's mission by supporting the cultivation, solicitation, and stewardship of individual donors capable of making significant philanthropic investments. This position ensures a seamless and personalized donor experience by providing coordination, data management, and administrative support for major gift strategies. Working collaboratively with the Executive Director/CEO, Chief Development Officer (CDO) and the development team, the Major Gifts Coordinator helps strengthen donor engagement, enhance retention, and drive strategic movement and recognition within the major donor portfolio.

## Essential Duties and Major Responsibilities:

- Formulate and execute strategies, processes, and activities to deepen the commitment of existing major donors (\$2500+) and gain new supporters.
- Implement overall strategy to engage donors and set overall calendar for donor outreach.
- Identify, cultivate, solicit, thank, and steward the assigned portfolio of prospects for major gifts.
- Assist with donor events, including invitation management, RSVP tracking, and make donor follow up calls after the event.
- Assist with campaign or initiative-based fundraising coordination
- Assist with fundraising marketing needs and oversee list of needs and calendar for updated fundraising materials.
- Coordinate the timely preparation of strategic written and electronic communication in support of donor solicitations, donor relations and stewardship activities, strategic invitations, and donor acknowledgments.
- Prepare donor briefing materials, proposals, impact reports, and follow-up correspondence
- Manage calendar scheduling and internal coordination for major gifts team
- Redirects inquiries to meet the CEO or CDO, delegates the tasks to maintain the relationship and keeps track of progress until completed.
- Knowledge of working reports in RENXT for review in monthly/quarterly meetings with CEO and CDO.
- Develop the process for extending strategic and regular invitations to donors and prospects for meetings, to attend individual and community events.
- Create opportunities for donors to observe and learn about Fort Collins Habitat initiatives in collaboration with the CEO and CDO.
- Oversee a portfolio of annual individual donors - responsible for identifying, cultivating, soliciting, stewarding, and acknowledging.
- Provide exceptional customer service to donors via phone or email.



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## *Collaboration & Communication:*

- **Cross-Functional Partnership:** Collaborate with teams across the organization (e.g., Marketing, Communications, Development) to ensure cohesive messaging and strategy alignment.
  - Collaborate with Chief Development Officer and CEO to set goals and determine organizational needs.
  - Contribute to the smooth operation by consistently documenting activity in Raiser's Edge NXT, and building positive working relationships with colleagues in communications, construction, faith engagement, volunteer coordination, events, and finance.
- **Documentation:** Maintain thorough records of donor engagement opportunities, event details, and communications to support transparency and continuous improvement.

The above covers the most significant responsibilities of this position. It does not, however, exclude other duties, the inclusion of which would be in conformity with the level of the position.

The successful candidate will possess the following competencies: judgment, strategic thinking, initiative, ability to deal with ambiguity, quality decision making, integrity and trust, interpersonal savvy, listening, negotiating, presentation skills, priority setting, strategic agility, strong written communications, openness, tenacity, persistence, creativity and collaboration.

## **Basic Qualifications:**

- **Education:** Bachelor's Degree in Nonprofit Management, Communications, Business Administration, Philanthropy, or related discipline
  - Equivalent experience in fundraising or donor relations may be considered in lieu of a degree
- **Experience:** 2+ years of experience in fundraising, nonprofit administration, or related field
- **Skills:**
  - Familiarity with major gifts or donor relations strongly preferred
  - Proficiency with donor databases (e.g. Raiser's Edge NXT) and Microsoft Office Suite
  - Excellent written and verbal communication skills
  - Strong attention to detail and organizational abilities
  - Discretion in handling sensitive and confidential donor information
  - Collaborative mindset and ability to work across departments
- **Preferred Attributes:**
  - Passion for building relationships
  - Curiosity and initiative to learn and grow within a fundraising team
  - Comfortable engaging with donors and supporters in person, on the phone, and in writing
  - Experience supporting or using moves management systems

## **Preferred Qualifications:**

- Experience working in a nonprofit or mission-driven organization.

## **Additional Qualifications:**

- Experience working with major gifts over \$2,500 in capacity.
- Must be an action-oriented individual and comfortable taking risks.
- Excellent written and verbal communication skills, with demonstrated capabilities delivering compelling proposals.



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- Excellent organizational skills.
- Exhibit a keen attention to detail, including follow-through and follow-up.
- Experience turning organization priorities into compelling gift opportunities for donors.
- Able to maximize giving potential and giving inclination using all available resources.
- Experience in prospect meetings.
- Planning and execution of multiple donor engagement events annually.
- Computer literacy required; must have experience with Windows and databases.
- Able to work nights and weekends as required.

An Equal Opportunity Employer Fort Collins Habitat for Humanity does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

Salary Range \$50,000 - \$60,000 commensurate with experience and hours agreed upon (32-40 hours per week).

Please submit resume and cover letter including three references to Mara Johnson at [mjohnson@fortcollinshabitat.org](mailto:mjohnson@fortcollinshabitat.org). No phone calls, please.

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*Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We intend to find the best candidate for the job, and that candidate may come from a less traditional background. Habitat may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications.*

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## About Fort Collins Habitat for Humanity

Fort Collins Habitat for Humanity is part of a global, nonprofit housing organization operated on Christian principles that seeks to put God's love into action by building homes, communities and hope. Fort Collins Habitat is dedicated to eliminating substandard housing in the Fort Collins area and worldwide through constructing, rehabilitating and preserving homes; by advocating for fair and just housing policies; and by providing training and access to resources to help families improve their shelter conditions.

Habitat for Humanity was founded on the conviction that every man, woman and child should have a simple, durable place to live in dignity and safety, and that decent shelter in decent communities should be a matter of conscience and action for all. As an affiliate of Habitat for Humanity International, we abide by all the global guiding principles but also by a set of locally adopted principles that reflect who we are.

1. **Christian homebuilder & provider of housing support services.** Other purposes will be pursued only with Board input and approval.
2. **People focus.** We seek to treat people as we want to be treated.
3. **Needs driven.** We seek to grow to address a growing need for safe, affordable housing.



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4. **Safety.** Safety for homeowners, staff and volunteers guides our decisions and actions.
5. **Capacity & Sustainability.** We develop people, processes, land and funding to enable ongoing pursuit of our mission.

## About Fort Collins, Colorado

Money Magazine named Fort Collins the best place in the country to live. The Old Town Historic District has fine bookstores, galleries and shops. Because Fort Collins is also home to Colorado State University, it has all the liveliness and bustle of a college town. Good restaurants, craft breweries, nightlife and culture abound. There's always something going on.

This northern Colorado city is an outdoor-oriented community, with the nearby national park, Lory State Park and Horsetooth Reservoir, where you can do everything from boating and swimming (in the summer months) to horseback riding, camping, fishing, mountain biking and rock climbing. And there are plenty of places for off-road driving, mountain biking, hiking and other outdoor activities. Golfers will find several challenging local courses, and anglers can fish for both stream and warm-water fish.

Learn More:

<http://www.visitftcollins.com/>  
<http://downtownfortcollins.com/>  
<http://www.fortcollinschamber.com/>