Job Title:	Senior Manager of Major Gifts
Reports to:	Senior Director of Development
Supervisory Position:	No
Position Status:	Full Time
Travel Required:	Yes
Hybrid:	Yes
Date:	04/01/2025
Revision Date:	09/11/2026

HR to Complete

FLSA Classification:	Exempt
Safety Sensitive Position:	No

Position Summary

The Senior Manager of Major Gifts is responsible for advancing relationships with individual donors who have the capacity to make significant philanthropic investments in The Greater Boston Food Bank (GBFB). In this fundraising role, their primary focus is on securing gifts of $10,000 and above from a portfolio of individuals to support the organization's mission. They achieve this by implementing strategies to cultivate, solicit, and steward donors toward annual, endowed, and planned gifts that support the current and long-term priorities of GBFB. The Senior Manager of Major Gifts may collaborate with other GBFB team members, leaders, and volunteers to execute these activities.

Role & Responsibilities

- Manage a geographically focused portfolio of 150+ individual donors and prospective donors; apply moves management best practices to secure five-, six-, and seven-figure gifts.
- Actively cultivate and engage with donors on a consistent, ongoing basis, targeting a minimum of 150 visit contacts (in-person, virtual, telephone) annually across portfolio.
- Conduct at least 25 major gift solicitations annually.
- Collaborate with the frontline fundraisers, members of the Advancement team, other GBFB departments, senior and executive leadership, advocates, and volunteers to support donor cultivation and stewardship activities and events.
- Consistently record activities and update information in Salesforce to ensure accuracy and upkeep of donor accounts, the overall donor pipeline, and for moves management tracking.
- Frequent travel, with some evening and weekend work required.
- All other duties as assigned.

Skills & Qualifications

- Bachelor's degree required.
- 5+ years of major gift fundraising experience preferred; other proven experience managing donors, donor or constituency relations, or sales may be considered.
- Must possess a professional demeanor, as well as strong interpersonal, customer service, organizational, and verbal and written communications skills.
- Proven capacity to develop constructive relationships with donors, colleagues, volunteers, advocates, and others.
- Ability to prioritize and be proactive.
- Capable of working independently and collaboratively.
- Proficiency in Microsoft Office suite and CRM databases required (knowledge of Salesforce is a plus).
- Ability and willingness to travel within Massachusetts for several hours a week to meet with donors, including having a valid driver's license.
- Ability and willingness to attend special events that may take place during evening/weekend hours.
- Genuine appreciation of GBFB's mission and the ability to authentically communicate it.
- Demonstrates the required digital competencies that result in the effective use of the full range of digital technologies at GBFB.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to work in an office environment.
- Ability to sit for up to 3 hours at a time.
- Ability to lift up to 25 pounds with or without assistance.
- Ability to use hands for simple grasping and fine manipulations.
- Ability to travel based on business needs.

Work Location

- Hybrid: This role follows a hybrid schedule working in accordance with GBFB's hybrid work policy on the team's designated days. This schedule is subject to change based on the organization's mission to end hunger.