



**Position:** Major Gift Officer, Foundation Giving  
**Location:** New Orleans LA  
**Reports to:** Director, Institutional Giving  
**Date:** June 8, 2026

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### **About SBP**

SBP is a national nonprofit organization dedicated to helping communities shrink the time between disaster and recovery. We take a holistic approach to disasters by increasing readiness and resilience before they happen, and streamlining rebuilding and long-term recovery after.

- **Building the Way Home for Disaster Survivors:** SBP serves the most vulnerable homeowners in a community impacted by a major disaster through its Recovery Services. These services are currently offered in eight states across the Gulf South, where the risk of major natural disasters is greatest.
- **Building Readiness and Resilience Through Local Partnership:** SBP supports low-capacity, high-risk communities through its Advisory Services, providing training, consulting, and organizational capacity-building through a team of subject-matter experts and Resilience Fellows.

Joining SBP is more than just joining a workforce. It's about contributing to a mission where you can enact real change and make a difference in the lives of people impacted by disasters.

### **Position Summary:**

The Major Gifts Officer, Foundation Giving will serve as a frontline fundraiser responsible for identifying, cultivating, soliciting, and stewarding institutional foundation partners in support of SBP's mission and strategic growth priorities. Reporting to the Director of Institutional Giving, this role will focus heavily on new business development and expanding SBP's network of philanthropic foundation supporters at regional and national levels.

This position requires a highly strategic and externally focused fundraiser who can identify alignment between SBP's impact areas and foundation funding priorities, develop compelling cases for support, and build long-term philanthropic partnerships that advance disaster resilience, recovery, preparedness, and systems change. The Major Gifts Officer will work collaboratively across departments to translate organizational priorities and programmatic outcomes into competitive funding opportunities and meaningful funder engagement.

### **Key Responsibilities and Duties**

#### ***Foundation Fundraising & New Business Development***

- *Manage and grow a portfolio of institutional foundation donors and prospects to achieve annual fundraising goals.*
- *Lead proactive prospecting efforts to identify new foundation funding opportunities aligned with SBP's strategic priorities and impact areas.*
- *Research and analyze foundation priorities, funding trends, and philanthropic strategies to build a strong pipeline of prospective funders.*

- *Cultivate and steward relationships with foundation program officers, philanthropic advisors, and institutional partners.*
- *Develop and submit compelling letters of inquiry, grant proposals, concept papers, presentations, and stewardship reports tailored to foundation audiences.*
- *Partner with organizational leadership to secure multi-year and transformational philanthropic investments.*

### **Strategy and Collaboration**

- *Collaborate cross-functionally with programs, finance, and executive leadership teams to identify funding opportunities and develop high-quality proposals and impact narratives.*
- *Help shape compelling cases for support that align organizational initiatives with foundation priorities and emerging philanthropic trends.*
- *Ensure timely stewardship, reporting, and relationship management for foundation partners.*

### **Pipeline Development & Portfolio Management**

- *Maintain a robust pipeline of new and existing foundation prospects and donors..*
- *Track donor engagement activity, proposal submissions, deadlines, and revenue forecasting within the CRM system.*
- *Monitor progress toward fundraising goals and regularly report on portfolio activity and pipeline development.*
- *Stay informed on trends in philanthropy, disaster resilience, climate adaptation, housing, and community development to identify emerging funding opportunities.*
- *Support leadership engagement with institutional funders through briefing materials, meeting preparation, and follow-up strategies.*

### **Other Duties as Assigned**

### **Requirements and Qualifications**

**Education:** Bachelor's degree required; advanced degree preferred.

**Work Experience:** Minimum of 5–7 years of fundraising, grant writing, institutional giving, or related experience. Demonstrated success by securing foundation grants and managing institutional donor relationships. Strong experience with prospect research, proposal development, and new business pipeline building.

**Technical Skills and Proficiency:** Hands-on experience with CRMs, such as Salesforce or Raiser's Edge

**Core Competencies (Soft Skills):** Exceptional written communication and storytelling skills, with the ability to translate complex programs and impact into compelling funding narratives. Strong strategic thinking and relationship-building abilities. Highly organized with strong project

management and deadline management skills. Ability to collaborate effectively across teams in a fast-paced, mission-driven environment.

**Special Requirements:** SBP Standard - Mandatory checks (e.g., criminal background, drug screening) with the ability to pass a criminal history check to include National Sex Offender Registry, State, and FBI/; US Citizen or ability to work in the United States.

**Salary range: \$73,000 - \$100,000**

**SBP is building a team from a broad range of backgrounds.**

We love fresh perspectives and we know our teams grow stronger when they include different experiences. We adhere to all relevant employment laws and never discriminate in our hiring. By welcoming people from varied backgrounds, we spark new ideas and are better prepared to support the communities we serve.

**SBP is an equal opportunity employer.**

*We are an equal opportunity employer. All applicants will be considered without discrimination on the basis of race, color, sex, sexual orientation, pregnancy, religion, age, national origin, genetic information, disability, military status, familial status, political affiliation, or any other characteristic protected by law.*