**Major Gifts Officer (Full-Time)**

The Jamestown-Yorktown Foundation is seeking an accomplished Major Gifts Officer who has proven frontline development experience in the cultivation and solicitation of private funds and actively works towards attaining major/restricted fundraising goals. This position will manage a portfolio of prospects capable of making major gifts of $25,000 or more for annual, capital, endowment or special projects in support of our mission and strategic goals.

**What are the qualifications for this position?**

- Superb communication and interpersonal skills, to include excellent written, oral and active listening abilities.
- Must be detail oriented, organized, and skillful at handling confidential information.
- Experience using Raiser’s Edge and/or Raiser’s Edge NXT or comparable development database products.
- Proficient in Microsoft Word, Excel, PowerPoint and general computer skills
- Committed to inclusivity and working collaboratively with donors and all levels of staff and leadership
- Well versed in planned giving practices, concepts and strategies.

**What are the salary and benefits?**

The salary for this position is **$50,000-$60,000 annually**. Other benefits include:

- State health benefits & flexible spending accounts.
- Paid leave including sick leave, personal leave, annual leave accruals, and 12 holidays.
- Professional development opportunities.

**How do I apply?**

Please submit an application either online at [https://virginiajobs.peopleadmin.com/](https://virginiajobs.peopleadmin.com/) or by contacting Human Resources at hr@jyf.virginia.gov for additional application options. Applicants only will be screened based on what is presented in the Commonwealth of Virginia employment application and related documents. We are committed to providing equal employment opportunities for all persons and applicants, without regard to age, color, disability, gender, national origin, political affiliation, genetic information, race, religion, sexual orientation, sex (including pregnancy) or veteran status. JYF encourages and invites minorities, women, individuals with disabilities and veterans to apply. We also consider all qualified applicants regardless of criminal histories, in a manner consistent with legal requirements.

**What is the Jamestown-Yorktown Foundation?**

As an agency of the Commonwealth of Virginia, the Jamestown-Yorktown Foundation is an educational institution that provides through its two history museums an awareness and understanding of the early history, settlement, and development of the United States through the convergence of American Indian, European, and African cultures and the enduring legacies bequeathed to the nation.

**What are the career advancement opportunities?**

This position has the opportunity for promotional movement within the Foundation and other agencies within the Commonwealth of Virginia.

We believe that long-term career growth is a key aspect of job satisfaction!