



U.S. Major Giving Officer

Job Title: U.S. Major Giving Officer
Department: Communications & Development
Reports to: U.S. Director of Communications & Development
Supervises: 0 positions
Location: Silver Spring, Maryland (Hybrid); Remote possible (East Coast hours)
Salary range: \$70,000 to \$80,000

Background

[Humanity & Inclusion](#) (HI) is an international humanitarian organization that works alongside people with disabilities and individuals experiencing extreme hardship in situations of peace, conflict and disaster. Founded in France in 1982, the Humanity & Inclusion Network counts nearly 5,000 personnel working in 60 countries. Eight national associations, based in the United States, France, Switzerland, Belgium, Germany, Luxembourg, the United Kingdom and Canada, provide overall support for the field programs, which are implemented by country teams with support from headquarters staff in France and Belgium.

Humanity & Inclusion's programs reduce and address the consequences of disabling accidents and diseases; clear landmines and unexploded ordnance and prevent mine-related accidents through education; respond fast and effectively to natural and civil disasters in order to limit serious and permanent injustices and to assist survivors with social and economic reintegration; and advocate for the universal recognition of the rights of the disabled through national planning and advocacy and for the elimination of landmines and cluster munitions.

The U.S. National Association of Humanity & Inclusion is a 501(c)3 organization with an independent Board of Directors, is a constituent member of the Humanity & Inclusion network and has an office in Silver Spring, MD. The U.S. national association supports the work of Humanity & Inclusion by securing and managing grants from U.S. governmental institutions and private foundations; mobilizing private and public financial support; representing Humanity & Inclusion with national, international bilateral and multilateral institutions based in the U.S.; providing technical support to programs abroad; and raising the organization's profile among Americans.

Purpose

As part of our ambitious plans in the U.S., we aim to achieve a step-change in private fundraising, especially Major Giving and digital fundraising, and to raise our public profile significantly. With increased revenue and brand awareness in the U.S., Humanity & Inclusion can better serve people with disabilities and other populations participating in our inclusive humanitarian activities around the world.

Main duties and responsibilities

As Major Giving Officer, you will:

- **Build major giving program.** Collaborate with the U.S. Director of Development, U.S. Executive Director and the Global Specialist in Major Giving (based in the UK) on the delivery and implementation of an ambitious major-giving program for HI US, encompassing individual major donors, trusts & foundations and corporate partners in line with U.S. and Federation priorities.
- **Secure unrestricted five- and six-figure gifts.** Research and identify funding opportunities, carrying out ethical and wealth screenings of top major giving prospects. Write proposals and secure five- and six-figure major gifts from a diverse and sustainable base of major givers to help fund inclusive aid projects. *While securing unrestricted gifts is the top priority for this position, there may be some opportunities for seeking restricted funds for specific activities or regions, when relevant.*
- **Maintain major donor relationships.** Provide excellent cultivation and stewardship of prospects to produce committed, long-term major givers who align with HI's mission, vision and values. Keep in touch with donors via appropriate and preferred communication channels, distributing impact reports as needed. Track and organize donor communications and activities within HI's CRM.

To be successful, you will:

- Maintain a positive and collaborative working relationship with HI US colleagues, the global fundraising and communication teams, and Major Giving counterparts in other HI country offices in Europe and North America.
- Build your knowledge of the wide range of HI's work alongside people with disabilities in times of peace, conflict and disaster – both thematically and geographically – so you can communicate with expertise to donors and prospects.
- Stay up to date and adhere to trends, best practices and standards in major giving.
- Be willing to travel domestically and/or internationally to meet with donors, attend networking events, visit HI's programs, etc. If teleworking, regular visits to the Silver Spring, MD, office will be required.
- Carry out any other tasks as may be assigned by the U.S. Director of Development.

Candidate Profile

- ☐ 3+ years of experience in previous fundraising role, or related field such as grant writing. Experience securing or managing five- or six-figure donations a plus.
- ☐ Excellent written and verbal communications skills. You enjoy talking to people, forming professional relationships and picking up the phone.
- ☐ Excellent organizational and multi-tasking skills; CRM experience a plus
- ☐ Excellent attention to detail, accuracy and timeliness
- ☐ Ability to work on own initiative and within a team
- ☐ Passion for improving the lives of the people HI serves, including people with disabilities, individuals living in conflict-affected areas, women and girls and other

communities experiencing vulnerability due to their environments

- ☐ Commitment to creating and maintaining an inclusive and protective environment for everyone that comes into contact with the organizations
- ☐ Lived experience of disability or from one of HI's countries of operation a plus
- ☐ Experience working in an international, multi-cultural organization a plus
- ☐ Experience with organizations promoting the rights of persons with disabilities, or directly with persons with disabilities a plus
- ☐ French language competency a plus

If you feel hold some but not all of the above qualifications, please apply. We'd love to hear from you!

We will only consider applications from U.S. citizens, or from applicants who already have permission to work in the United States.

People with disabilities are strongly encouraged to apply.

More information

Humanity & Inclusion is an equal opportunity employer. We value a diverse workforce and an inclusive culture. Humanity & Inclusion is committed to maintaining a work environment that is free of discrimination based on any grounds protected by applicable federal, state or local laws. These grounds generally include race, color, religion, national origin, gender, age, marital status, sexual orientation, gender identity, disability, genetic information or carrier status, pregnancy, victims of domestic violence, military status, alienage, citizenship status, or any other legally protected status. Applicants for employment are recruited and hired on the basis of their qualifications for the job. Promotion decisions will be made without discrimination and on the basis of performance and qualifications.

Notable benefits include:

- Health, dental and vision insurance fully paid (100%) for the employee *and* their family
- Generous annual leave package: 5 weeks paid vacation, 18 paid sick days, 12 paid holidays
- Access to a 403 (b) retirement plan with a base discretionary contribution by HI US of \$4,000 per year in addition to a company match of up to 3% of the employee's salary

Application procedures and notes

Please submit a resume, as well as a cover letter explaining why this role appeals to you and how it connects to your prior experience to recruit.usa@hi.org with the subject line "Major Giving Officer."

Deadline: August 30, 2024

Pre-existing authorization to work in the United States is required. Applicants without existing work permission in the United States should not apply.

Humanity & Inclusion is happy to meet any reasonable accommodations that an applicant requires. To request such reasonable accommodations at any point in the recruitment process, please contact: Diana Hromockyj by email at d.hromockyj@hi.org or phone at (301) 891-2138. All self-disclosure is voluntary and personal information is kept strictly confidential.