

Our Culture

"At Freedom Service Dogs, we are passionate about creating a world where veterans and others have the freedom to live their lives to the fullest with a custom-trained service dog by their side." *Michele Ostrander, President & CEO*

We believe in harnessing the power of diversity to create a culture of belonging where all individuals are celebrated and valued for their unique ideas, perspectives, and strengths as a means to achieving personal excellence and organizational success.

Our Values

Lead the Pack: Commit to excellence in all we do

Be the Person Your Dog Thinks You Are: Demonstrate integrity to build trust

Work Together, Wag Together: Achieve shared goals while having fun

Keep our Dogs in a Row: Steward all resources efficiently and effectively

Unleash the Power of Diversity: Foster a diverse, equitable, and inclusive organizational culture

The Purpose of Your Role

The Major Gifts Officer will manage a portfolio of approximately 125+ major gift donors and planned giving prospects, strategic partnerships and; be responsible for identifying strategic opportunities, developing and implementing initiatives to identify, cultivate and solicit high-net worth donors and planned giving prospects to ensure a strong base of perpetual financial support.

The Skills You Bring

- Proficiency in Microsoft Word, Excel and Outlook
- Excellent customer service
- Public speaking and networking abilities
- Superior communication and people skills
- Attention to detail
- Problem-solving skills
- Ability to multi-task
- Outstanding time management skills
- Team player
- Desire to learn
- Adaptability
- Love of dogs

Our Investment in You

- Competitive Salary: \$28.00- \$32.50/hour
- Medical, dental, and vision insurance covered in part by FSD
- Life insurance covered by FSD
- 401k plan with company match
- 13 Holidays & Generous Paid Time Off
- Professional Learning Opportunities
- Wagging tails, dog kisses, and puppy breath

The Work You Will Do

- Design and implement innovative strategies to identify, cultivate and solicit high-net worth donors and planned giving prospects for major gifts (\$10K and above).
- Analyze prospect research with a keen understanding of moves management to steward mid-level donors (\$1,000-\$9,999) towards major gifts.
- Identify and rate individual major gift and planned giving prospects. Obtain information concerning financial capability, special interest, giving history, and current connections to FSD and other causes.

- Effectively prepare meeting materials stewardship reports and major gift solicitations including, but not limited to high-quality solicitation materials, proposals and investment decks. Manage communication and donor interactions with programmatic leadership, including the CEO, Director of Philanthropy and Director of Marketing.
- Promote the benefits and opportunities offered by planned giving vehicles, i.e. planned giving brochures, advertisements, internal and external advertising media.
- Make direct, face-to-face solicitations (local and national), and assist the CEO, Board of Directors, Leadership staff and Director of Philanthropy with their solicitation (e.g. provide portfolio development support, strategic counsel, and help with donor communications).
- Attend FSD fundraising and legacy society events, and provide pre-development support in acquiring attendees, sponsorships and lead gifts to help achieve revenue goals, in addition to developing new major gift and planned giving prospects. Execute post-event donor stewardship. Duplicate activities where applicable to online giving campaigns like Colorado Gives Day.
- Utilize e-Tapestry to track and manage donor/prospect portfolio and monitor individual results toward fundraising goal; adhere to timely reporting of results to ensure accuracy of the fundraising pipeline and year-end projection forecasts.
- Provide stewardship over existing and future individual major gift and planned giving donors.
- Assist in identifying major gift prospect pool for future proposed capital campaign.
- Maintain current and accurate files on all individual donors.

Other

- Participate in continuing education related to fundraising, mental health, animal-assisted therapy, veterans, client needs, and dog training.
- Assist with dog care, kennel care, kennel cleaning and playgroups for dogs-in-training, as needed.
- Drive company vehicle to transport dogs or other needs of the organization.
- Other duties as assigned.

Work Environment & Physical Demands

This job operates in both a professional office environment and in dog kennels and surrounding areas. The noise level in the office work environment is usually moderate. The noise level in dog kennels environment can be loud. The location is a non-smoking environment.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, keyboards or controls; reach with hands and arms; and talk or hear. The employee is expected to communicate frequently with others. The employee is frequently required to stand and bend. The employee is occasionally required to walk; escort visitors in or around the office; climb or balance; go up or down stairs; and stoop, kneel, crouch, or crawl.

The employee must have the ability to bend, stretch, lift and replace files and books from drawers and shelves and replace same; rapidly use printers, computer equipment, copy machine, and other general office machines. Occasional driving in organization vehicle is expected. Valid driver's license is required.

Local and cross-country travel is required.

Position Type and Expected Hours of Work

This is a full-time, non-exempt position consisting of approximately 40 hours of work per week. Regular days and hours of work are Monday through Friday, 8:30 am – 5:00 pm. This position may be eligible to work from home part time after three months of employment. This position will require flexibility to work some weekends or evenings on occasion.

Required Education and Experience

- Bachelor's degree in business administration, communications, public relations, or related field required.
- Minimum 3 years fundraising experience with a proven track record of successful solicitation of philanthropic gifts of \$10K+ from individual donors.
- Experience building and maintaining long-term relationships with major donors and corporations.
- Experience in managing and tracking multiple prospects and donors.
- Experience working with a variety of constituents in a face-paced environment.
- Strong communication (both verbal and written) and presentation skills.
- Friendly, enthusiastic, and a positive attitude.

Preferred Education, Experience, and Competencies

- Planned giving experience desired but not required.
- Experience working with clients who are veterans, have autism-related differences, or experience other neurodiverse or mobility disabilities.
- Nonprofit work/volunteer experience.

Equal Opportunity Employment

Freedom Service Dogs is dedicated to the principles of equal employment opportunity in any term, condition, or privilege of employment. We do not discriminate against applicants, clients, graduates, or employees on the basis of race, color, creed, national origin, sex, age, religion, marital status, sexual orientation, gender identity or expression, veteran status, physical or mental disability, or any other status protected by state or local law.

Other Duties

Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Essential and marginal job duties, responsibilities, and activities may change at any time with or without notice.

To Apply

To apply, please send your resume and cover letter with the subject line "Major Gifts Officer" to Karen Aalund, Director of Philanthropy, at KAalund@freedomsvicedogs.org .