



**United South End Settlements  
seeks a dynamic fundraiser to join our growing team**

*United South End Settlements (USES) is a community-based nonprofit organization serving children, teens, adults, and seniors through programs in art, education, technology, and social services. USES has held true to its settlement house roots, committing to the motto of “neighbors helping neighbors to grow and thrive.” Our extended family is an integrated team of participants, staff, volunteers, community leaders, and business partners. USES operates in three locations in the South End, as well as Camp Hale on Squam Lake in New Hampshire. Please visit our website at [www.uses.org](http://www.uses.org).*

**Leadership Gifts Officer**

**GENERAL DESCRIPTION**

Reporting to the Director of Development, the Leadership Gifts Officer is a key member of the development team and will play a large role in growing individual philanthropic support for USES. The Leadership Gifts Officer will help establish a major giving program, manage a portfolio of 150-200 donors and prospects and will take a lead role in building USES’ Harriet Tubman Society into a robust giving program. The right candidate will demonstrate the ability to develop systems, build relationships, and will enjoy the opportunities and challenges that are present in a small development team. This is an exciting opportunity to join a growing organization and take on a leadership role as you build out our major gifts program.

**QUALIFICATIONS**

1. Commitment to USES’ mission
2. Three or more years experience in major gifts fundraising
3. Proven track record cultivating prospects, securing \$5,000+ gifts, and stewarding relationships
4. Strong interpersonal skills
5. Excellent communication skills (oral, written, and interpersonal)
6. Proficient in the use of Microsoft Office software, Salesforce experience is a plus
7. Familiarity with the South End Community is a plus
8. Must be able to exercise sound judgment and confidentiality
9. Ability to work independently and as part of a team
10. Ability to prioritize and work on multiple tasks
11. Ability to work in a fast-paced environment, take initiative and is a self-starter

**RESPONSIBILITIES**

1. Together with the Director of Development and President and CEO, develop and implement the organization’s individual giving strategy
2. Secure annual gifts and build the pipeline of future major gift donors
3. Identify, cultivate, solicit, and steward a portfolio of 150+ current and prospective donors
4. Develop the Harriet Tubman Society into a multi-layered giving society with ongoing opportunities for members to offer input and guidance on organizational and community issues and organize donor recognition events and programs.
5. Conduct donor research on existing and prospective individual donors.

6. Participate in the planning and hosting of community engagement events such as house parties, arts and culture events, and community forums in an effort to engage donors and prospects in the mission of USES
7. Represent USES at neighborhood events to build external relationships
8. During the summer months, travel to New Hampshire to meet with Friends of Camp Hale donors and prospects
9. Work closely with the Director of Development and The Neighborhood Gala Host Committee to solicit and secure individual event sponsorships
10. Work closely with the Marketing and Special Events Manager to develop a range of solicitation materials
11. Will be required to work weekends and evenings as events and meetings require

**PHYSICAL REQUIREMENTS** (with or without accommodation)

- Must be able to finger, grasp, feel, talk, hear, and be capable of repetitive motion
- Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly
- Work requires close visual acuity
- Position is not substantially exposed to adverse environmental conditions

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*The above statement reflects the general details considered necessary to describe the principal function of the job identified and shall not be considered a detailed description of all the work requirements that may be inherent in the job.*

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**To apply, please email resume, cover letter, and writing sample to: [humanresources@uses.org](mailto:humanresources@uses.org). In the subject line, please specify the position to which you are applying. No phone calls, please.**