



## **POSITION DESCRIPTION:**

### **Major Gifts Officer**

Friends of the High Line (FHL) was formed in 1999 to preserve the historic High Line structure for reuse as an elevated public open space. To that end, FHL has launched a capital campaign to raise \$50 million in private funding, of which \$22 million has already been raised. Construction of the park, almost 1.5 miles long, spanning 22 blocks from Gansevoort Street to 34th Street, began in April 2006, and the first section will open in the next twelve months. FHL is a mission-driven and high-achieving organization staffed by dedicated and energetic professionals.

The Major Gifts Officer will be an integral part of the fundraising team and will work to identify, cultivate, and solicit individual donors with a capacity to give at the \$10,000 level and above. The Major Gifts Officer reports to and works closely with the Chief Development Officer.

#### **Responsibilities include**

- Managing a portfolio of high net-worth individuals from identification to cultivation, solicitation and stewardship;
- Setting ambitious and attainable goals for individual gifts in both FHL's annual and capital campaigns;
- Establishing and maintaining strong personal relationships with high net-worth individuals;
- Preparing carefully constructed materials for use in cultivating and soliciting gifts;
- Managing individual prospect research and preparing detailed prospect profiles;
- Ensuring prompt and accurate acknowledgement of gifts, and other communications;
- Maintaining a busy and flexible calendar to ensure timely meetings and solicitations;
- Participating actively in the ethos and culture of Friends of the High Line.

#### **Qualifications**

The successful candidate will be self-motivated, individually compelling, detail-oriented, and highly organized. Excellent verbal, writing, analytical, and research skills are essential. Experience using online databases and other sources to locate biographical, financial, and philanthropic information. A high level of computer literacy required, including familiarity with fundraising databases. Bachelor's degree and three or more years fundraising experience relevant to the responsibilities required.

#### **To Apply**

Please submit your cover letter, resume, and salary requirements to [jobs@thehighline.org](mailto:jobs@thehighline.org). Only those whose applications are being considered will be contacted.

Friends of the High Line is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.