



Position Title: Major Gifts Officer
Classification: Full-time, Exempt
Date: June 2025

About Muttville:

Muttville is a pioneering non-profit dedicated to rescuing senior dogs, the most vulnerable in the shelter system. As California's first animal welfare organization focused on older dogs, we've transformed perceptions through education and outreach, making senior dogs highly sought after as loving companions. Since 2007, we've rescued over 13,000 dogs.

Our joyful, cage-free rescue provides a stress-free environment where dogs relax, thrive, and connect with potential adopters. Muttville's innovative programs—adoption, foster care, veterinary care, and hospice—are celebrated nationwide. Volunteers play a key role, and we engage the community through programs that strengthen bonds between people and animals.

Working at Muttville:

We foster an innovative, team-driven culture filled with optimism and a deep commitment to animals and the community. At Muttville, we encourage creativity, collaboration, and a supportive atmosphere where everyone's contributions are valued. We're dedicated to the well-being and success of both our team and the dogs we serve.

Position Description:

Muttville is seeking a seasoned major gifts professional to raise funds to save old dogs! The Major Gifts Officer is an integral member of the donor engagement team, consisting of committed, dependable, and fun-loving professionals. This team works collaboratively to inspire support for Muttville to meet or exceed our annual budget, which is close to \$10M annually. Major Gifts Officers identify, cultivate, solicit, and steward Muttville donors.

Major Gifts Officers are ambassadors for Muttville. They work to secure funds for Muttville by managing a portfolio of approximately 150 donors and prospects to move them along a relationship continuum from awareness to interest to involvement to investment. Major Gifts

Officers create a climate for donors to fall in love with our cause and support our continued success. Although time will be spent in the office, this is not a typical desk job. Major Gifts Officers are expected to be out in the field, engaging with our supporters to get to know them and connecting them with meaningful ways to get involved with and invest in Muttville.

Essential Duties:

Plan Development: Working with the Director of Donor Engagement, develop a communication plan for each person in your portfolio, including steps, timelines, and goals.

Donor Engagement: Develop relationships with donors in your portfolio. Learn about who they are and what they care about, and connect them with meaningful ways to engage with and invest in Muttville's life-saving work.

Discovery: With the support of senior team members, conduct prospect discovery work by sourcing prospective Muttville supporters through reporting, data analysis, qualification, and research.

Reporting: Update the donor database to reflect communications, learned information, and next steps in a timely fashion.

Fundraising Gala: Assist with Muttville's annual Senior Prom fundraising gala. This includes but is not limited to helping secure donor sponsorships and auction items, developing our guest list and seating chart, as well as pre- and post-event stewardship activities.

Familiarity: Learn about and maintain an in-depth knowledge of Muttville's programmatic and financial activities and priorities, and relay accurate and appropriate information to donors that aligns with their needs and interests.

Team: Assist colleagues as needed to ensure priorities are met and work as a team. Pre- and post-prom and during the end-of-year campaign are particularly busy times in the Donor Engagement department. Understand the roles and contributions of each team member. Assist with special events, projects, and tasks as needed.

Culture: Keep Muttville's lifesaving mission and overarching core values central to everything we do, and generate a culture of positivity, proactivity, hard work, resourcefulness, humor, and collaboration.

Discretion: Safeguard donor, staff, and organizational information with the utmost care and confidentiality. Share details thoughtfully and only as needed to advance fundraising goals and foster collaboration. Ensure all communication respects privacy, builds trust, and upholds the integrity and values of our organization.

Position Requirements:

- **Mission Driven:**
 - Highly motivated to raise funds so we can save as many dogs as possible.
 - Ready to jump in and work, proactively meeting challenges and finding ways to advance Muttville's mission and the Donor Engagement team.
 - Happy and comfortable to accommodate multiple dogs in work and office spaces.
- **3+ years of experience managing a portfolio of major donors and major donor prospects.**
 - Demonstrated success managing a portfolio of major gift prospects, cultivating relationships, and securing gifts of \$10,000 or more (or appropriate threshold for your organization).
 - Proven track record of meeting or exceeding annual fundraising goals.
 - Experience developing and implementing strategic donor engagement plans.
 - Seasoned in donor relationship management, including face-to-face solicitation and closing of major gifts.
 - Experience working collaboratively across departments, including with program staff, senior leadership, and board members, to develop compelling cases for support.
 - Demonstrated ability to manage a robust donor pipeline, with effective use of CRM/database tools to track activity and outcomes (e.g., Salesforce, Raiser's Edge, Virtuous, etc.).
 - Comfort and professionalism in interacting with high-net-worth individuals, and the ability to articulate the organization's mission in a compelling and tailored way.
 - Experience leading or mentoring junior development staff or working in a team-based fundraising environment.
 - Demonstrated sensitivity and commitment to handling confidential or private information with discretion.
 - Compassionate communication, both in speaking and writing, and particularly able to recognize the alignment of a donor's interests with the value of Muttville's programs, services, and events.
- **Adaptive Communicator:**
 - Skilled at active listening, consistently making sure others feel heard and valued.

- Ability to clearly and concisely communicate key information in meetings and presentations.
- Proven skill and ability to effectively connect with, motivate, read, and lead a wide range of people and instill trust.
- Results-Driven and Goal-Oriented:
 - Demonstrated strong drive to meet and exceed ambitious goals with a proactive approach.
 - Passionately motivated by achieving impactful results and advancing the organization's mission.
- Highly Organized and Capable:
 - Ability to prioritize, plan for, and manage several milestones and projects efficiently.
 - Focused, organized, entrepreneurial, and self-directed, with a high level of cultural fluency.
 - Strong attention to detail and to documenting projects, activities, and outcomes.
 - Ability to work autonomously.
- Easy to Work With:
 - Warm, approachable demeanor with a sense of humor and enthusiasm for collaboration.
 - Solutions-oriented with a flexible approach, a "make-it-work" mindset, and a proactive approach to challenges.
 - Mature, self-aware, and socially perceptive, with a proven track record of problem-solving, building strong working relationships, and effectively managing stress.
 - Skilled at building and maintaining positive rapport with staff, donors, volunteers, board members, and partners while contributing as a supportive team member.
 - Highly organized and able to manage multiple priorities in a fast-paced environment with a calm, adaptable, and positive attitude.
 - Open-minded and receptive to receiving and integrating feedback, demonstrating resilience and professionalism, and using feedback as opportunities to continue to evolve and contribute more effectively to shared goals.

Physical Requirements & Work Environment:

- This is a hybrid work arrangement, with the opportunity to work at Muttville's new headquarters, offsite at donor meeting locations, and at home. Muttville's headquarters have shared office spaces with colleagues, volunteers, and dogs, so the ability to work successfully and in a non-stressful manner in our bustling environment is required.
- This role requires occasional travel, as well as evening, weekend, and after-hours work to support special events, donor engagements, and other key activities. Flexibility is essential to accommodate donor schedules and ensure the success of fundraising efforts.
- Requires the ability to speak clearly and distinctly to groups inside, outside, in small and large spaces.
- Routinely uses standard office equipment.
- Regular exposure to free-roaming office and headquarters dogs with limited alternatives available.
- Subject to dog bites and scratches while handling dogs of questionable temperament.
- Exposure to disinfectant solutions.

Certifications and/or Licenses:

- Valid California driver's license, a favorable driving history, and proof of auto insurance.

Reports to:

- Director of Donor Engagement

Salary and Benefits:

The anticipated salary range for this position is \$100,000–\$150,000, subject to adjustment. The actual salary offered will depend on several factors, including experience, skills, education, and qualifications.

In addition to a competitive salary, Muttville offers our full-time employees a comprehensive benefits package, including health, vision, and dental insurance, a 401K retirement plan, life insurance, long-term disability coverage, an Employee Assistance Program, paid time off, a FitnessSF gym membership, and continuing education support.

Background Check:

Employment is contingent upon the successful completion of a background check.

Application Process:

Submit a cover letter and resume to jobs@muttville.org.

Commitment to Inclusion:

Muttville is dedicated to fostering an inclusive and diverse workplace. We encourage applicants from all backgrounds to apply.