



## **Major Gifts Officer & Senior Major Gifts Officer (Two roles)**

Legal Aid Justice Center  
Charlottesville (Hybrid)

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The Legal Aid Justice Center is seeking applications and nominations for **two important roles** on our Development Team: a Major Gifts Officer (MGO) and a Senior Major Gifts Officer (Senior MGO). Working together these two new leaders will advance LAJC's mission by growing the major gift portion of our development portfolio.

Reporting to the Director of Development, the **Senior Major Gifts Officer** will serve on the development leadership team as they build a comprehensive strategy to drive revenue for LAJC. More specifically, in addition to working with an existing portfolio, they will design a plan to identify, pursue and cultivate relationships with new high-value donors that lead to increases in their support. Additionally, the Senior MGO will support the new Major Gifts Officer, collaborate across the development team to ensure alignment, and connect with LAJC program leaders to curate a nuanced understanding of all of LAJC's programming and how those programs advance justice across the commonwealth.

Reporting to the Director of Development, the new **Major Gifts Officer** will review existing donor profiles and identify potential high-value individuals to invite into the major gifts portfolio. This includes, but is not limited to, translating the major gifts strategy into goals and creating work plans that outline their approach to attracting active prospects and building relationships that lead to increased support with LAJC. These work plans will feature clear and measurable tactics to track and report relationship management activity using constituent relationship management systems.

The ideal candidates for both of these roles will be seasoned development professionals with demonstrated capacity in securing major gifts for non-profit, mission driven organizations. They will be avid listeners with the ability to draw connections between the passions of the prospect and the goals of LAJC's work. They will be storytellers who possess a deep understanding of systems of oppression and a commitment to dismantling those systems. They will be fearless communicators, and proactive problem solvers who are professionally self-motivated, extroverted, and who enjoy cultivating long-term donor relationships. Moreover, as LAJC works to center those most vulnerable among us and advance justice across the commonwealth, we are especially excited to read applications from candidates who are committed to dismantling the dehumanizing systems that perpetuate poverty.

Additionally, candidates for both roles will actively seek opportunities to connect in person with potential donors requiring travel across the state of Virginia at least 50% of their time on the job. They will also commit to working in person two days each week in the Charlottesville office in order to connect with the rest of the development team.

## **ABOUT LAJC**

The Legal Aid Justice Center partners with communities and clients to fight for racial, social, and economic justice by dismantling systems that create and perpetuate poverty. At LAJC, we believe:

- The individual legal problems of our clients are linked to systems of injustice and oppression,
- That legal and organizing strategies can dismantle the social, racial and, economic systems that keep people in poverty, and
- That poverty is a racial justice issue and that creating long-term, sustainable change led by communities experiencing poverty is the foundation for our advocacy. LAJC prioritizes community-driven solutions to racial justice.

Direct representation is part of our strategy to fight systems of injustice and oppression. By viewing individual cases as part of larger social and political systems, we are able to set our priorities and distribute our resources for the greatest positive impact. At LAJC, we commit to making sure we, and the organizations we work with, operate in ways that align with the race equity and justice values and goals we support. This includes making sure race equity is reflected in recruitment and hiring, organizational culture, communications, and community partnerships, especially with low-income communities of color.

## **DUTIES AND RESPONSIBILITIES FACING THE MGO & SMGO**

### ***MAJOR GIFTS OFFICER***

#### ***Donor Cultivation and Stewardship***

- Partnering closely with the Senior MGO, the new Major Gifts Officer will gather data, assess prospects, and develop strategies designed to realize the current and lifetime giving potential of individual prospects.
- Ensuring alignment across the development team, the MGO will build work plans for a portfolio of 100-125 current and prospective donors that will lead to an increase in major gifts.

#### ***Collaboration & Relationship Building***

- Collaborating with the Annual Campaign Manager and Donor and Foundation Relations Associate, proactively identify, and formally qualify and build strategy for new major and planned gift prospects who are currently giving at a lower level to the annual campaign.
- Build relationships with leaders across the LAJC program areas to build institutional knowledge and sincere awareness of how LAJC partners with organizers and advocates across the commonwealth to advance justice for all Virginians.

#### ***Systems & Database Management***

- Consistently and meticulously track and report relationship management activity using constituent relationship management system
- Promote racial equity on the development team, including by supporting efforts to recruit and retain staff and leadership that reflect the racial composition of the communities LAJC serves, and by helping to foster spaces where staff can discuss and address issues of racial and social marginalization.

- Take advantage of LAJC's professional development opportunities and training, including but not limited to membership in the Association of Fundraising Professionals, participating in AFP conferences and education offerings.
- Build travel plans demonstrating judicious use of time and resources, including strategic meetings with active prospects and additional qualification and stewardship meetings.
- Serve as LAJC representative at specific events and conferences where prospects and donors are present.

## ***SENIOR MAJOR GIFTS OFFICER***

### ***Strategic Major Gifts Portfolio***

- Partner with the Director of Development, the Development Leadership Team, the ED and other leaders to expand and sustain a major gifts program for LAJC, that centers LAJC values, adds revenue, and contributes to the comprehensive development strategy for the organization.
- Proactively identify, and formally qualify, new major and planned gift prospects by developing, optimizing and executing long-range and short-term cultivation, solicitation and stewardship strategies, producing a continuous stream of donors capable of making major gift commitments.
- Manage and grow an existing portfolio to 125-150 active major gift donors and prospects focusing initially on solicitations of \$5,000 and up, with a goal of increasing this over time to \$25,000 and up.

### ***Donor Management and Tracking***

- Manage and track a deliberate sequence of interactions with each prospect, intended to build engagement and move them through the steps of an established donor engagement and readiness process.
- Consistently and meticulously track and report relationship management activity using constituent relationship management system to best ensure proper health and hygiene of their portfolio to ensure coordinated fundraising efforts including using information gathered to independently determine whether prospects should be disqualified, with the goal of establishing a continuous pipeline of donors capable of making commitments of \$25,000 or more.
- Gather data, assess prospects, and develop strategies designed to realize the current and lifetime giving potential of individual prospects by validating prospect's capacity, inclination, and strength of affinity while taking on the role of trusted philanthropic advisor throughout the donor lifecycle.

### ***Management***

- Offer direct mentoring and support to the other two MGOs as they adopt and cultivate their own portion of the major gifts portfolios.
- Model the storytelling, relationship building and interpersonal communication skills necessary to invite new partners into the portfolio, move existing donors into major gift
- Serve as a role model to the rest of the Development team, demonstrating patience and sharing knowledge and skills as needed to support their professional growth.
- Racial Equity: Promote racial equity across all dimensions, including within LAJC, by doing the following:

### ***Collaboration Across LAJC***

- Collaborate closely with organizational leadership, program staff, and external partners to align funding opportunities with the organization's mission and priorities.
- Design and oversee execution of donor cultivation and stewardship events in partnership with the Director of Development, Executive Director, Board, staff, and existing donors.

### **IDEAL QUALIFICATIONS**

While it is unlikely that one candidate will possess all of the qualifications listed below, we are hoping to meet candidates with many of the following:

#### **Major Gifts Officer**

- Minimum of three years of professional experience in development, fundraising, or related field; with specific experience in major gifts cultivation
- A track record of soliciting and closing 4-to-6-figure gifts
- Proficiency with donor management software like Raiser's Edge or DonorPerfect, and CRM systems, for tracking interactions and analyzing data or the demonstrated ability to learn and consistently use development software
- Experience in identifying and converting annual campaign donors with capacity into major gift donors
- The ability to develop and execute complex fundraising plans and tailor engagement strategies for individual donors.
- The ability and desire to learn about LAJC's mission and programming, and convey the necessity of this work to potential and current donors
- Sincere commitment to social, economic, and racial justice *and* alignment with Legal Aid Justice Center's mission
- Commitment to advocating for and adhering to LAJC's Community Agreements
- Exceptional storytelling skills along with the oral, written, and interpersonal skills necessary for building trust and rapport with high-value donors
- Demonstrated initiative in seizing opportunities; must be a self-starter.
- A valid driver's license and willingness and ability to travel frequently across the Commonwealth.
- Commitment to commute and work from the LAJC office in Charlottesville twice weekly.

#### **Senior Major Gifts Officer**

- At least eight years of progressive professional experience in nonprofit development, fundraising, grants management, grantmaking with three or more years focused directly on managing and/or building a major gifts portfolio from intake to long term cultivation
- Experience designing and executing comprehensive development strategies with a deep experience tailoring engagement strategies for individual, high-value donors
- A track record of success in soliciting and closing 5- to 7-figure gifts
- Experience onboarding, coaching and managing development associates; including expertise in Proficiency with donor management software like Raiser's Edge or DonorPerfect, and CRM systems, for tracking interactions and analyzing data or the ability to learn development software quickly
- Superb storylistening and storytelling skills including the ability to translate the LAJC's legacy, impact and active programs into compelling calls to partnership

- Exceptional written and interpersonal communication skills with the ability to build rapport and cultivate trust with high-value donors, colleagues on the development team, clients served by LAJC, program staff, and volunteers.
- Demonstrated commitment to social, economic, and racial justice *and* alignment with Legal Aid Justice Center's mission.
- Business acumen: Ability to keep up to date on progress in reaching goals and creating strategy to meet goals, as well as the latest trends in philanthropy;
- Diplomacy and tact: Demonstrated ability to engage donors and other constituents with diplomacy and composure, even in challenging situations.
- Strategy and Vision: Ability to apply strategic, forward-looking thinking tactics while working alongside the Director of Development to deepen and diversify LAJC's donor and prospect pipeline.
- Strong organizational, leadership, and mentoring skills.
- A valid driver's license and the willingness and ability to travel frequently across the Commonwealth.
- Commitment to work from the LAJC office in Charlottesville twice weekly.

## **SALARY AND BENEFITS**

The salary range for the Major Gifts Officer is \$78,325.06 to \$104,877.26, plus benefits.

The salary range for the Senior Major Gifts Officer is \$90,073.82 to \$120,608.8, plus benefits.

LAJC is committed to the professional growth and advancement of its employees. Both the Senior Major Gifts Officer and the Major Gifts Officer role are on a pathway to broader development leadership within the organization for candidates who demonstrate exceptional performance, strategic vision, and a commitment to LAJC's mission.

Benefits for both roles include:

- Comprehensive health coverage starting day one, with multiple Anthem medical plan options, including an employer-sponsored plan where 100% of the employee-only premium is covered, plus competitive dental coverage and fully employer-paid vision coverage.
- Employer support for healthcare costs, including up to \$2,000 annually in an HRA or generous employer-funded HSA contributions (depending on plan selection).
- Paid time off that grows with your experience, beginning at 20 days of annual leave and increasing based on relevant prior experience, up to 30 days annually, plus 12 days of health leave, 14 paid holidays, and an organization-wide winter break.
- Robust parental leave benefits, with 20 weeks of parental leave, including 16 weeks fully paid, available to all parents following the birth, adoption, or placement of a child, regardless of birthing status.
- Employer-paid disability coverage, including short-term and long-term disability, providing income protection for qualifying medical or pregnancy-related absences.
- Retirement savings with employer contribution, through a 403(b) plan with a 4% employer contribution after six months of employment; employees may begin contributing upon hire.
- Flexible and supportive work environment, offering remote and flexible scheduling options, employer-provided technology, and home office and connectivity stipends.
- Meaningful student loan assistance through our Loan Repayment Assistance Program (LRAP)—employees with qualifying student loan debt may receive up to \$7,500 annually for

attorneys and up to \$2,500 annually for non-attorney staff, with payments made directly to student loan servicers.

**HOW TO APPLY FOR EITHER ROLE:**

LAJC has retained the services of [Monday Morning Consultants](#) to lead this search for two new roles. Please reach out to Erica Nicole Griffin and Jamie Joanou with questions. [ericanicole@mondaymorningconsultants.com](mailto:ericanicole@mondaymorningconsultants.com), [jamie@mondaymorningconsultants.com](mailto:jamie@mondaymorningconsultants.com)

A full application includes a cover letter and resume. Please email your material or nominations for either role to [apply@mondaymorningconsultants.com](mailto:apply@mondaymorningconsultants.com). Be sure to include the specific role to which you are applying in the subject line.

*The Legal Aid Justice Center is an equal opportunity employer, committed to inclusive hiring and dedicated to diversity in our work and staff. We strongly encourage candidates of all identities, experiences, and communities to apply. The Legal Aid Justice Center is committed to strengthening the voices of our low-income clients, working in collaboration with community partners, and rooting out the inequities that keep people in poverty. We strive to take on the issues that have broad impact on our client communities and to be responsive to client input. Recognizing the particular impact of racism on our clients and staff, we devote special attention to dismantling racial injustice. All applicants must be dedicated to working in and sustaining an environment that enables staff and clients to feel empowered, valued, respected, and safe. In reviewing applications, we look for evidence that applicants have experience and/or thoughtfulness in working with traditionally marginalized populations.*