



Lawyering for
Reproductive
Justice

ifwhenhow.org

Job Title: Major Gifts Officer

Reports to: Interim Development Director

FLSA Status: Full Time Exempt

Prepared: July 17, 2025

Fully remote; must be located in the continental U.S.

If/When/How: Lawyering for Reproductive Justice is a legal services and advocacy organization that represents people in crisis, reshapes the law, and builds a network of lawyers working for reproductive justice. If/When/How works to change the law so that everyone has the power to determine *if, when, and how* to define, create, and sustain their families with dignity.

POSITION SUMMARY:

If/When/How (IWH) seeks a seasoned **Major Gifts Officer (MGO)** who will advance the organization's fund development efforts by building and growing a robust major donor program. The MGO will play a key role in helping the organization expand and diversify its \$13M+ annual revenue goals (based on FY25 budget). Working closely with the Co-Executive Directors and alongside the Individual Giving team, the MGO will develop this critical program with thoughtful donor engagement, strategic prospect identification, and a commitment to long-term, sustainable growth. The ideal candidate is an experienced fundraising professional who is passionate about reproductive rights and justice, with a proven track record of stewarding major donors and working collaboratively with diverse teams in a mission-driven organization.

COMPENSATION: \$100,000 - \$110,000 depending on experience

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Major Gifts Strategy and Planning:

- Build and systemize a sustainable major gifts program for If/When/How, including developing multi-year work plans and setting goals.
- Manage a portfolio of 90-130 current and prospective major donors who give \$1,000 or more annually, with the goal to make direct solicitations for annual and multi-year gifts, as appropriate, throughout the year.
- Create individual engagement strategies to grow and deepen major donor relationships with If/When/How and increase giving.

- Collaborate with Co-Executive Directors, other staff, and Board members to cultivate, solicit, and steward donors through meaningful and informative online and in-person touchpoints.
- Design and oversee execution of donor cultivation and stewardship events in partnership with Co-Executive Directors, Board, staff, and existing donors.
- Conduct research and analysis of current major donors to identify and strategize potential new and/or upgraded giving.
- In coordination with the Senior Individual Giving Manager, identify, research, and cultivate prospective major donors interested in supporting IWH's mission and develop strategies to reach them.
- Collaborate with the Development, Program, and Communications teams to draft and edit written materials for major donors, including updates, proposals and reports that capture the impact of IWH's work.

Program and Financial Management:

- Work with the Development team to project, track, and analyze major gift revenue to inform organizational financial analysis.
- With the Senior Development Coordinator's support, track moves management, maintaining clear and up-to-date records on major donors following internal guidelines for If/When/How's CRM (Salesforce).
- Prepare information or reports on the major gifts program for funders, Board members, Executive team, and finance department, as needed.
- Participate in the organization's annual budgeting processes, creating informed revenue projections for the major donor program, as well as the projected expenses necessary to achieve these projections.
- Stay current in both the reproductive justice landscape and how If/When/How fits into it, and best practices and trends for major donor prospecting, cultivation and engagement.

EDUCATION AND EXPERIENCE:

Required:

- Minimum of 10 years of overall professional experience
- Minimum of 5 years of progressively responsible fundraising experience with demonstrated success in securing major gifts, preferably at a mission-driven organization
- Proven track record of cultivating, soliciting, and closing donor gifts ranging from four to seven-figures.

Strongly Preferred:

- Proficiency and experience working with CRMs, preferably Salesforce
- Experience working within the reproductive health/rights/justice movement or in the greater social justice field

KNOWLEDGE, SKILLS, AND ABILITIES:

- Passion for fundraising and ability to articulate an organization's mission accurately and convincingly.
- Fluency in written and spoken English with outstanding verbal and written communication skills.
- Commitment to social justice and racial justice/anti-racist principles.
- Familiarity with reproductive health, rights, and justice issues and frameworks.
- Familiarity with and commitment to values-aligned fundraising.
- Excellent interpersonal skills, strong emotional intelligence and maturity, and ability to build authentic relationships.
- Ability to work both independently and collaboratively.
- Ability to thrive in a remote workplace and willingness to build relationships virtually with a diverse group of colleagues.
- Willingness to travel to attend donor meetings or events, including some taking place outside of typical work hours.
- Ability to give and receive constructive feedback.
- Strong project management skills and impeccable attention to detail.
- Ability to prioritize, make informed decisions, predict reasonable outcomes, troubleshoot, and problem solve creatively.
- Ability and willingness to keep confidential information and follow security procedures.
- Proficiency in Salesforce or similar CRM for purposes of moves management, tracking, and report queries.

ORGANIZATIONAL RELATIONSHIPS: Reports to the Interim Development Director and works closely with the Senior Individual Giving Manager and the Co-Executive Directors. Collaborates with the Senior Development Coordinator, the Individual Giving Coordinator, and other staff, as needed.

WORK ENVIRONMENT: If/When/How maintains a virtual office and supports remote working and flexible workdays, including a 4-day work week. Reimbursements for home office equipment and supplies are available. Occasionally, employees may be expected to be available during off-hours and/or to attend events (e.g., conferences, staff retreats) on nights or weekends. Please note that this role requires the employee to be able to work in and be located within the United States. At this time, we are unable to consider applicants residing outside of the continental U. S. and/or lacking the credentials to work in the U.S.

PHYSICAL DEMANDS: Most work will be done on a computer. The role requires travel and transporting materials with the ability to carry 10 lbs. Requires typing and participating in meetings (live and virtual). Reasonable accommodations will be made to enable individuals with disabilities to perform these and other essential functions of their role.

TRAVEL: Periodic to frequent travel within the continental U.S. to meet with major donors and to support donor engagement events is required. Additional travel will be required to support team work and attend staff retreats, conferences, and professional development opportunities. This role is expected to grow and expand a nascent portfolio and travel will increase accordingly.

BENEFITS: If/When/How provides a generous benefits package consisting of fully paid insurance coverage for health, vision, dental, life, and disability; flexible spending accounts (FSA) for health, dependent care, and transportation; retirement plan; sick leave, vacation (starting at 15 days a year, upfront), and holidays; plus, a one-week office closure in December. Employees also receive generous professional development stipends and paid membership to professional associations.

START DATE: October 1, 2025. Start date may be flexible for the right candidate.

HOW TO APPLY: Applications will be accepted **until 5:00 pm PT on August 15, 2025.** Interviews may begin sooner than the deadline, but we will consider all applications submitted by the deadline.

Send the following documents in PDF format with subject “Major Gifts Officer” to opportunities@ifwhenhow.org:

- **Cover letter** that (1) speaks to how your experience and skill set meet the qualifications for this role; (2) lists how you heard about this position; and (3) discusses your commitment to social, racial, and reproductive justice;
- **Resumé;**
- **List of three (3) references** with contact (name and pronouns) and relationship information (title, where/when you worked together, and LinkedIn profile, if available). Please note that references will not be contacted until the final round of interviews.
- **Writing sample:** An email message to an individual donor (or donors) that conveys a persuasive case to support the work of a nonprofit organization and suggests a meeting with the Executive Director.

OUR HIRING PROCESS:

We value transparency and want to ensure that candidates understand our hiring process. Here’s what you can expect when applying for a position with us:

1. **Email Confirmation:** When you submit your application via email, you will receive an automatic response confirming receipt of your application materials.
2. **Application Review:** The Hiring Manager will review applications and select candidates for phone screening. Due to limited capacity, we can only notify candidates who have moved onto the phone screen round.

3. **Initial Phone Screening:** If selected, you will be invited to a brief phone screening (less than 15 minutes) with the Hiring Manager. This conversation is an opportunity for us to learn more about your interest in the position, your knowledge of our organization, and your current experience.
4. **HR Screening:** Candidates being considered for Round 1 interviews will meet with our HR team for a 30-minute HR Screening. The purpose of this screening is to evaluate how well you align with our organization's values and work culture.
5. **Round 1 Video Interview:** Candidates advancing past the screenings will be invited to a first-round video interview with the Hiring Manager and members of the Hiring Committee. This one-hour interview will dive deeper into your qualifications, experience, and skillset, allowing us to assess your potential fit for the role. You will be notified within one week of your interview if you are not advancing to the next round.
6. **Virtual Team Meet and Greet:** Selected candidates before moving to the Round 2 interview will have the opportunity to meet with the entire Development Team. This will be a video meeting for approximately 30 minutes.
7. **Round 2 Video Interview:** A smaller group of candidates will be invited for a second-round video interview with the full Hiring Committee. This interview will explore specific areas of interest or concern, and the Hiring Manager and Hiring Committee will decide by consensus which candidates will be considered finalists.
8. **[Optional] Round 3 Interview or Exercise:** Occasionally, finalists will be asked to participate in a third-round video interview and/or to complete a written or spoken exercise. We are mindful of the time and energy you are putting into this process and try to keep any written or spoken exercise short.
9. **Offer Decision:** The Hiring Manager, in consultation with the Hiring Committee and HR, will make a final hiring decision. We utilize a Salary Rubric to ensure a fair offer process and aim to extend offers at least two weeks prior to the desired start date. Offers will be made via email and/or phone call.

We strive to provide a clear, consistent, and respectful experience for all candidates throughout the hiring process. A typical hiring process takes 6-8 weeks from job posting.

If/When/How: Lawyering for Reproductive Justice is an "at-will" and equal opportunity employer, committed to attracting, developing, and retaining exceptional people. We welcome and encourage applicants with diverse experiences, identities, and educational backgrounds. Applicants and employees shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, mental or physical disability, sexual orientation, gender (including pregnancy and gender expression) identity, color, marital status, veteran status, medical condition, or any other classification protected by federal, state, or local law or ordinance.