



Strategic Gifts Officer

314 Action

Philadelphia, PA or Washington, DC based with occasional travel (Remote to start)

314 Action is the nation's premier organization dedicated to scientific advocacy as well as recruiting, training, and electing candidates with STEM (Science, Technology, Engineering, and Mathematics) backgrounds to all levels of public office. In the November elections, 314 Action's recruited scientist candidates Mark Kelly and John Hickenlooper were the only two candidates who flipped red U.S. Senate seats in November. This year, 314 Action has been featured in [NBC News](#), [CNN](#), among other outlets. Previously, our organization was featured in the [New York Times](#), and [HBO's Vice News Tonight recently covered our first cycle](#).

For the 2022 cycle, 314 Action is looking to expand on its 2020 success and focus its electoral reach by recruiting top tier state-wide candidates in key states. The organization saw exponential growth in the 2020 cycle, raising and spending close to \$30 million. With this continued growth, 314 Action plans to increase its presence in the science advocacy space and look for ways to expand its presence and reach on a larger scale.

For 2022 and beyond we are looking for an entrepreneurial Strategic Gifts Officer to help us lead the expansion of 314 Action's nationwide fundraising network and grow our fundraising to \$50 million plus per cycle. The ideal candidate would have two to three cycles of political fundraising experience, leadership experience in the development and fundraising space of a political organization or 7 years of experience in major gifts fundraising at an institution. We are looking for an outside the box thinker who will thrive in a startup environment with minimal bureaucratic hurdles. The Strategic Gifts Officer will report to the Development Director and will work with other members of our staff including the Executive Director and President.

The Strategic Gifts Officer will work with the Director to oversee the following aspects of the Development program – including but not limited to the national travel program, call time program, foundation relations, and major donor stewardship.

Responsibilities

- Report to the national development director and work with executive director and president as needed
- Manage major donor stewardship program and work with development staff to execute
- Set prospect and research strategy for call time, meeting, and event outreach
- Work with development director and communications team to prepare materials for distribution (i.e. memos, email updates to donors)
- Identify prospects and outline cultivation and solicitation tactics
- Build and manage relationships with current and prospective donors and funders
- Manage the acknowledgment program -- letters and other correspondence to donors and prospects

- Other duties as assigned by the Director of Development

Qualifications

- 7+ years of experience in fundraising and development in politics or non-profit institution
- Proficiency in Google Drive, Microsoft Office Suite, and NGP
- Excellent verbal and written communication skills
- Willingness to work in a fast-paced atmosphere with extreme attention to detail
- Excellent organizational and time management skills
- Strong interpersonal skills and ability to work in a team environment
- Ability to manage several tasks/projects at the same time
- Flexibility and the ability to capitalize on opportunities that present themselves in fundraising
- An entrepreneurial spirit
- Ability to work well in a collaborative team environment
- Hard working and highly organized

How to Apply

Interested candidates should send a resume and cover letter to jobs@314action.org with the subject line "Strategic Gifts Officer." **No calls please.**

Salary range will be \$84,000 to \$108,000 per year, depending on experience. Additionally, 314 Action provides a full benefits package for employees including paid time off, health, dental and a generous employer match 401(k).

314 Action is currently working entirely remotely for the duration of the COVID-19 pandemic, but this position will eventually be located in 314 Action's Philadelphia, PA or Washington, DC office with occasional travel required as conditions permit.