



The Jed Foundation

Boyden Executive Search Contact

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Position Summary

Reporting to the Chief Growth Officer, the Philanthropy Officer will manage and grow a portfolio of high-capacity individual donors, with a primary focus on major gifts ranging from **\$100,000–\$1M** and the strategic **qualification and upgrade of middle-tier donors** into the major gift pipeline.

This role is responsible for identifying, cultivating, soliciting, and stewarding donors through highly personalized engagement strategies, working in close partnership with the CEO, Chief Growth Officer, and ACE Development colleagues. The Philanthropy Officer will play a critical role in strengthening donor relationships, increasing donor lifetime value, and advancing JED's long-term philanthropic sustainability.

The ideal candidate is a relationship-driven fundraiser with strong strategic instincts, excellent judgment, and the ability to move donors through complex, multi-year giving journeys. This individual thrives in a collaborative, mission-driven environment and is energized by building deep partnerships with donors who want to make transformational impact.

The Philanthropy Officer will join a passionate, hard-working, collaborative, respectful, and flexible Development Team.

Key Responsibilities

In this critical role, the Philanthropy Officer will:

- Manage a portfolio of major gift prospects and donors with capacity to give **\$100,000–\$1M**, developing individualized cultivation, solicitation, and stewardship strategies;
- In partnership with the Director of Individual Giving, Identify, qualify, and upgrade middle-tier donors (\$10,000–\$99,999) into the major gift pipeline through strategic moves management;
- Partner closely with the CEO, Chief Growth Officer, and VP of Development Operations on select donor relationships and solicitations;
- Develop and execute multi-year donor strategies aligned with JED's organizational priorities and funding needs;

- Conduct prospect research and collaborate on wealth screening efforts to expand and strengthen the major donor pipeline;
- Ensure high-quality, meaningful stewardship and engagement opportunities;
- Maintain accurate and up-to-date donor records, moves management plans, and revenue forecasts in the CRM;
- Track progress toward fundraising goals and contribute to portfolio analysis and performance reporting;
- Represent JED professionally and authentically in all donor interactions, communicating impact with clarity and confidence.

Qualifications and Experience

- BA or BS degree required;
- Seven+ years of frontline fundraising experience, with a strong emphasis on major gifts;
- Demonstrated success securing six- and seven-figure gifts from individual donors;
- Experience qualifying, upgrading, and managing middle-tier donors into major gift portfolios;
- Strong relationship-building, listening, and strategic communication skills;
- Proven ability to manage a complex portfolio and multiple donor strategies simultaneously;
- High level of discretion, integrity, and professionalism in handling sensitive donor information;
- Comfort with JED's subject matter and deep commitment to the mission;
- Proficiency in donor CRM systems and Microsoft Office tools;
- Ability to work flexible hours, including evenings and weekends as needed.

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About Boyden

Founded in 1946, Boyden global executive search was the first firm to focus entirely on retained executive search. Others would soon follow, using many of the basic tenets and principles that Sidney Boyden put in place: maintaining a strict code of ethics and standards; establishing a global presence; creating uniform processes; and working with highly experienced business partners. These aspects of Sidney Boyden's vision are still in use today.

Boyden continues to be a leader in the executive search industry. Through the ever-expanding use of cutting-edge technology, while always adhering to strict ethical standards, we remain true to our rich heritage as the founders of retained executive search. We cover the globe with over 70 offices in more than 40 countries, led by resident professionals adept at working in a global economy. We are poised to help our clients find the people who will lead them today and into the future. In addition to retained executive search, Boyden works with clients seeking advice regarding their Boards. We also assist clients with interim management and leadership assessment.

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