



PFund Foundation Major Gifts Officer

PFund Foundation (PFund) is a regional grassroots community foundation committed to advancing LGBTQ+ equity through individual scholarships, organizational grantmaking, and leadership development. Our programming is core to our impact as an LGBTQ+ grant-maker in the upper Midwest.

Mission Statement: PFund Foundation builds equity with LGBTQ+ communities across the upper Midwest by providing grants and scholarships, developing leaders, and inspiring giving. Learn more at pfundfoundation.org.

PFund's Elevated Priorities include an investment and commitment to:

- LGBTQ+ Indigenous, Black, and People of Color; Undocumented, First Generation, Immigrants, and New Americans
- Transgender and Gender Non-Conforming Communities
- Rural LGBTQ+ Communities

Major Gift Officer Description:

PFund Foundation is looking for a dynamic individual to support our individual giving fundraising through the identification, cultivation, solicitation, and stewardship of high net-worth donors.

Key Responsibilities

- **Donor Relations Management**
 - Develop a Major Gift plan in coordination with the Executive Director and Advancement Director.
 - Manage a portfolio of current major gift donors, as well as those donors and prospects that have the capacity to give at the majors level or higher.
 - Research, qualify, and using MOVES management cultivate, solicit and steward a portfolio of prospective major donors.
 - Prepare profiles of current and prospective donors for internal Advancement planning; establish and refine benchmarks for department research processes as needed.
 - Develop solicitation strategies for donors / prospects in support of the organization's annual fund, planned giving, and endowment campaign; ensure strategies and solicitations are compatible with other existing campaigns and appeals.

- Support the fundraising efforts of the Advancement Director and Executive Director in securing new and renewed gifts within their respective portfolios.
- Communicate with portfolio donors through face to face cultivation, solicitation and stewardship meetings, and written strategies; ensure that each major donor and prospect has a clear strategy and timeline for cultivation, solicitation and stewardship.
 - Work with the Advancement Director to identify the appropriate number of donor contacts per month.
 - Record all contacts and engagements in the organization's CRM.
- Ensure proper donor recognition in all publications and oversee accurate donor lists for those publications.
- Provide complete and accurate activity reports on moves management on a regular basis that include meeting reports, revenue forecasts, data analytics, and other accomplishments.
- Endowment Campaign Support
 - Support PFund's Thrive Campaign to build out a \$10 million dollar endowment by 2029.
 - Identify, cultivate, solicit and steward campaign donors for additional once in lifetime gifts in addition to their regular annual fund support.
 - Participate in Thrive Campaign Cabinet meetings and planning and offering support when needed to cabinet member led solicitations.
- Lavender Legacy League Development
 - Support the ongoing work of identifying donors and assisting in their legacy planning through PFund Foundation.
- Event Support
 - Attend events locally and regionally as well as representing the foundation at third party events.
 - Supporting the production and execution of the annual spring fundraising event, with an emphasis on the guest/donor experience, and taking a lead role on maximizing attendance.



- **Miscellaneous**
 - Participate in Advancement Committee meetings by contributing to fundraising updates, notable gifts, philanthropic trends, and idea generation for committee member tasks.

Required Qualifications

- A minimum of 3-5 years (direct or equivalent) experience managing high level donor relationships with demonstrated success in closing gifts of \$10,000 and above.
- Excellent communications skills – ability to communicate mission in personal conversation, professional presentations, and through digital and printed materials.
- Professional experience in prospect research.
- Project management skills – stays on top of multiple projects, identifies deadlines and meets through careful planning.
- Experience with Microsoft Office suite, Google suite, Zoom, and Salesforce (or another CRM).
- Ability to travel regionally on occasion for development and foundation events.
- Flexibility in working hours as meetings and events could take place during evenings and weekends.

Benefits and Additional Information:

Salary Range: \$75,000 to \$85,000 annually

PTO: 180 hours per year

Other Benefits: Medical, Dental, Vision, Retirement Account with 3% match

Exemption status: Full Time (32 hours), Exempt

Reports to: Advancement Director

PFund Foundation is a hybrid work environment, with up to 2 days/week in the office, located in the Twin Cities, MN.

PFund currently operates under a 32-hour four-day workweek (Monday through Thursday) with occasional evening, Friday, and weekend events/meetings.

How to Apply:

Interested candidates can apply by submitting a resume and cover letter to Kevin Kjonaas, Advancement Director, outlining how their experience aligns with the role to the following email address: kevin@pfundfoundation.org. For the subject line, please write: "PFund Major Gifts Officer". Apply by 11:59 PM CT, August 16th, 2026.



First round interviews will be scheduled the week of August 24th

Second round interviews will be scheduled the week of August 31st.

Our intention is to have an offer made to the candidate by September 10th

EEO Statement:

PFund is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics. All employment is decided on the basis of qualifications, merit, and business need.