MAJOR GIFTS OFFICER
POSITION ANNOUNCEMENT
AUGUST 28, 2026

TAMPA BAY WATCH

Established in 1993, Tampa Bay Watch is a 501(C)3 nonprofit organization dedicated to the recovery and protection of the Tampa Bay estuary through scientific and educational programs. The mission centers on protecting the unique natural landscapes and marine environments that define the region, ensuring they thrive for generations to come.

Tampa Bay Watch's approach is multifaceted, involving community-driven restoration projects, educational initiatives, and advocacy to safeguard the health of Tampa Bay. With ongoing support from volunteers, members, and partners, Tampa Bay Watch is making a lasting impact on the environment, demonstrating the power of collective action.

POSITION SUMMARY

Reporting to the Development Director, the Major Gifts Officer serves as a frontline fundraiser within Tampa Bay Watch. They are responsible for identifying, cultivating, and maintaining relationships with high-level donors, typically individuals or corporations capable of making large financial contributions of $10K or more. They play a vital role in stewarding these donors and ensuring their continued engagement and loyalty to Tampa Bay Watch.

The position, in collaboration with the Executive, Development, and Communications team, raises funds, builds strategic partnerships, and raises awareness of Tampa Bay Watch priorities while helping our donors accomplish their philanthropic goals through our organization. The Major Gifts Officer works closely with the Development Director, CEO, Program Directors, the Board of Directors, and other stakeholders to secure major gifts and align donor opportunities with TBW's mission.

Key Responsibilities:

- Develop, identify, qualify, and cultivate major gift strategies for a portfolio of 100+ donors and prospects capable of making major gifts, and build a robust pipeline to increase revenue at the $10,000-$1M+ level.

- Lead the solicitation process for major gifts, including developing tailored solicitation proposals, presentations, and funding opportunities aligned with donor interests and TBW priorities.
- Cultivate and steward relationships with high-net-worth individuals, major donors, and family foundations.
- Must be able to foster an environment of teamwork within the development department and the organization's management team.
- Create and deliver tailored proposals and grant applications for foundations, gift agreements, and impact reports aligned with donor interests and TBW programs.
- Partner with the CEO, Development Director, and Board members to plan and execute donor engagement and solicitation strategies.
- Manage a portfolio of major donors, ensuring timely follow-up, reporting, and personalized acknowledgment of support.
- Plan and oversee donor cultivation events, in-person visits, and site tours with TBW leadership to deepen donor engagement.
- Collaborate with the Development, Restoration, and Education Directors to identify fundable opportunities and articulate compelling cases for support.
- Maintain accurate activity records in the donor management system and communicate with and track Moves Management strategies for donors.
- Track and analyze major giving trends to inform strategy and forecast revenue.
- Prepare and present regular progress reports and updates for the CEO, Development Director, and Development Committee Chair.
- Demonstrate excellent listening, writing, and presentation skills.
- Support the execution of major fundraising events by developing compelling sponsorship proposals and monitoring the receipt of benefits.
- Coordinate with Development team members to ensure consistent communication and aligned strategies across all existing appeals and campaigns.
- Ensure correct donor recognition in all publications.
- Maintain a shared electronic calendar that outlines current fundraising activities and is accessible to the CEO and Development Director.
- Adhere to gift acceptance policies and procedures, demonstrating commitment to transparency, accountability, and direct communication.
- Performs other duties as assigned by the Development Director.

Qualifications:

Bachelor's degree in nonprofit management, sales, communications, public relations, business, or other related areas. CFRE desired.

Experience:

- Minimum five years' experience in development and fundraising.
- Demonstrated experience in securing major gifts, meeting fundraising goals, developing, and implementing an annual fund campaign.

EQUAL OPPORTUNITY EMPLOYER

Tampa Bay Watch is an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information, or any other category protected by applicable federal, state, or local laws.

SALARY & BENEFITS

- The starting salary range is $90,000 - $95,000 and shall be commensurate with experience, including an annual incentive bonus plan based on fundraising metrics.
- Comprehensive benefits package including medical, dental, vision, Life and AD & D, employer-paid short-term disability, Employee Assistance Program, and 403(b) plan with a company match
- Paid holidays and Vacation days that accrue based on years of service. Paid Parental Leave.

HOW TO APPLY

Tampa Bay Watch has retained Catalyst Consulting Services to conduct this search on their behalf. To be considered for this opportunity, please click this link to submit a cover letter and resume.