

## **JOB ANNOUNCEMENT**

<b>JOB TITLE:</b>	<b>MAJOR DONOR &amp; INSTITUTIONAL GIVING OFFICER</b>
<b>DEPART./PROG.:</b>	Executive Administration - Development
<b>REPORTS TO:</b>	Director of Development & Communications (with dotted-line to the Executive Director)
<b>JOB TYPE:</b>	Part-time (30 hour per week); Exempt; Confidential
<b>JOB LOCATION:</b>	Fully Remote; Within contiguous United States. Preferably within the Washington DC/Metro area or Carolinas. Must be available between the hours of 9:00a – 6:00p EST.
<b>SALARY RANGE:</b>	\$115,000 - \$128,500 annualized
<b>BENEFITS INCLUDE:</b>	Medical, Dental, and Vision Insurance, Life/AD&D; FSA; Paid Sick days; Paid Holidays; Paid Family Leave; FMLA; Professional Development financial support.

### **Our Mission & Vision**

**Black Owners of Solar Services (B.O.S.S.)** was launched in the Fall of 2020 after an inaugural Solar Equity Summit (SES) on September 29, 2020. Our mission is to combine and leverage the collective power of its members - entrepreneurs, financiers, veterans, attorneys, engineers, contractors, developers, and other peer partners - to lead actionable solutions for sustained access to equitable opportunities in clean energy production, distribution, and storage for Black-owned businesses.

B.O.S.S. envisions a future where thriving Black-owned businesses lead the clean energy sector, driving equitable access to sustainable opportunities. Our goal is to create an inclusive world where we all flourish, leading the way towards a cleaner and more sustainable future for all.

### **Position Overview**

B.O.S.S. is seeking a **Major Donor & Institutional Giving Officer (MDO)**. Reporting to the Director of Development & Communications, the (MDO) is a pivotal member of the Development team, responsible for securing philanthropic investment to help advance the organization's mission of accelerating equitable access to renewable energy solutions. The role leads the cultivation, solicitation, and stewardship of a focused portfolio of major individual donors (\$5,000+) and institutional funders—including foundations, corporations, and public/government entities, while coordinating the full grants lifecycle—from prospecting and proposal development to reporting and compliance.

The ideal candidate is an experienced relationship-builder and storyteller with a proven track record of successfully securing five, six- and seven-figure gifts and grants, deep expertise in donor strategy, and the ability to translate complex renewable energy and climate justice initiatives into compelling, results-oriented cases for support. Through strategic relationship management and cross-functional collaboration, this position will grow and diversify B.O.S.S.' philanthropic support aligned to program impact to drive clean energy innovation, strengthen community resilience, support climate justice, and expand equitable access for historically underserved populations.

### **Responsibilities include (but are not limited to):**

#### **1) Revenue Strategy & Leadership**

- Develop and execute a multi-year major gifts and institutional giving strategy aligned to organizational priorities and annual revenue targets.
- Build gift tables, projections, and scenario plans; collaborate on annual budgets and quarterly reforecasts.
- Partner with executive leadership and Board members on top-tier donor strategies and peer introductions.

#### **2) Major Donor Portfolio Management**

- Manage a portfolio of qualified major donors/prospects; conduct discovery, cultivation, solicitation, and stewardship.
- Deliver a disciplined moves-management plan with customized engagement (briefings, site visits, webinars).
- Craft compelling proposals, cases for support, and gift agreements.
- Steward donors with high-touch reports that connect outcomes to their philanthropic intent.

#### **3) Institutional Giving & Partnerships**

- Hold and grow relationships with foundations, corporations, and select public funders; map interests to programs and initiatives.
- Lead LOIs, concept notes, proposals, and budgets in collaboration with Programs, Finance, and Communications.
- Negotiate terms, recognition, and deliverables; ensure fulfillment across teams.

#### **4) Grants Support: Pipeline, Proposals, Reporting & Compliance**

- Create and maintain a proactive grants calendar (deadline tracking, internal deliverables, review gates).
- Coordinate proposal development (narratives, logic models, workplans, KPIs, budgets, letters of support).
- Ensure compliant award set-up and on-time reporting (programmatic and financial), including data verification.
- Partner with Finance on revenue tracking; support audit and monitoring requests as needed.
- Maintain documentation (award letters, agreements, reporting portals) and institutional history

#### 5) Prospect Research & Portfolio Insights

- Lead research to identify/qualify new HNWI, foundations, and corporate ESG/impact prospects; segment by interest area (e.g., community solar, storage, workforce).
- Use analytics to monitor pipeline health, conversion rates, and donor retention/upgrade performance.

#### 6) Donor Communications & Thought Leadership

- Collaborate with Communications to produce donor-specific collateral (impact briefs, technical one-pagers, stewardship reports, case studies). Prepare briefings/talking points for leadership and Board ahead of donor meetings.
- Support events (roundtables, site visits, conferences) that advance cultivation and stewardship goals.

#### 7) Systems, Tools & Data Hygiene

- Maintain meticulous CRM records (activities, proposals, revenue, next steps) and produce accurate forecasts.
- Standardize templates (LOI, proposal, budget, report), checklists, and SOPs to improve quality and speed.

#### 8) Collaboration & Culture

- Work cross-functionally with Programs, Finance, and Communications to align funding with outcomes and stories.
- Model and advance a culture of equity, inclusion, accountability, and continuous improvement.

#### **Minimum Qualifications include (but are not limited to):**

- Bachelor's degree from an accredited four-year college or university in a relevant field (e.g., nonprofit management, communications, or business administration) required. Advanced degree preferred.
- 5–8+ years of progressive fundraising experience, including 5+ years in major gifts and institutional giving.
- Demonstrated success cultivating and stewarding major donors, closing five, six, and seven figure major gifts and grants; comfort with gift negotiation and structuring.
- Advanced proposal writing and case development skills; ability to translate technical clean energy concepts into compelling narratives.
- Excellent written and verbal communication skills, with the ability to craft compelling narratives, presentations, and proposals to engage diverse audiences.
- Strong understanding of the nonprofit fundraising landscape, particularly major donor and institutional giving cultivation strategies, grant writing techniques, and fundraising best practices
- Proven ability to conceptualize and describe funding needs, including the value of investing in clean/renewable energy sources (especially those provided by Black and Brown people) in a way that is compelling to prospects, donors, Board, staff, and other stakeholders.
- Strong grants coordination experience (calendars, proposals, reporting, compliance) with foundations and corporations; familiarity with public/nonprofit grant mechanics.
- Strong network of foundation, corporate, and individual philanthropic leaders with interests in racial equity and workforce development.
- Passion for environmental sustainability, racial equity, and social justice, with a commitment to advancing B.O.S.S.'s mission and values.
- Strong understanding of data utilization and management, as well as the effective use of fundraising technology and data for strategic operations and decision-making.
- Excellent prospecting skills and experience using online grant databases; Understanding of government bid portals, SAM.gov, etc.
- Advanced-level proficiency with solid, measurable experience in a variety of donor databases, software applications, social media platforms (REQUIRED: Salesforce/Raiser's Edge/Network for Good; Donor Search; Crunch Base; Instrumentl; FreeWill; M365 suite; Zoom, Social Media apps).
- Professional fundraising certification (i.e. CFRE; ACFRE) highly desirable; AFP Membership (in good standing) highly desirable.
- Fluency in written and oral English (Required); Bi-lingual (English/Spanish) highly desirable.
- Proof of eligibility to work in the US (Required); Ability to travel throughout the contiguous 48 states (required).

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#### **How to Apply: REQUIRED SUBMISSIONS (MUST INCLUDE ALL ITEMS LISTED)**

Submissions **via email** to: [HRjobs@blacksolar.org](mailto:HRjobs@blacksolar.org) with the subject line: **Major Donor (August 2025)**

#### **1. Resumé plus a Cover Letter (which must include all of the following):**

- a)** Your personal & professional motivation for seeking this position. **b)** The identities, perspectives, and experiences that you would bring to B.O.S.S that are important to you and/or are relevant to the organization's work.

#### **2. Three (3) Writing Samples (all solely your own work and must be anonymized to protect original organization and stakeholders):**

- (1) Major Gift Case/Proposal; (1) Donor Solicitation or Stewardship Piece; (1) Budget Narrative**

#### **3. Exercise: Create a 30/60/90-Day Success Profile for the Major Donor & Institutional Giving role.**

#### **4. Three (3) professional references (at least one reference must be from a current or recent immediate supervisor).**

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*B.O.S.S. is committed to providing reasonable accommodations to pregnant people and qualified individuals with disabilities, including in the application process. If you need a reasonable accommodation to participate in the application or interview process, please send an email with the subject line "Reasonable Accommodation Request" to: [HR@BlackSolar.org](mailto:HR@BlackSolar.org)*