



# ShelterBox USA

## Description of Position

**Job Title: Sr. Major Gifts Manager-West**

**Reports to: VP of Development**

**Classification: Full-time, Exempt**

**Location: California**

**Salary Range: \$105,000-\$135,000 based on experience**

**Last updated: November 2025**

## **About the Company**

ShelterBox is a leading global nonprofit organization whose mission is to deliver humanitarian aid in the form of shelter and lifesaving supplies when a natural disaster or political conflict devastates a region.

Our vision is of a world in which all people displaced by disasters and humanitarian crises are rapidly provided with emergency shelter. Our work makes ShelterBox USA a unique, exciting, and meaningful place to work.

We are a fast-paced, high-performance team that is ambitious in our pursuits, passionate about our mission, and creative in our execution. We encourage professional development by exposing team members to all aspects of our organization. We're looking for qualified professionals who are innovative, align with our values, and who are passionate about helping people in need and inspiring others.

## **About the Role**

The **Senior Major Gifts Manager** is a seasoned frontline fundraiser responsible for cultivating, soliciting, and stewarding a portfolio of high-net-worth individuals capable of making gifts of \$10,000 and above. This role focuses on deepening donor relationships, securing significant gifts, and contributing to the long-term growth of ShelterBox USA's individual giving program. This role is ideal for a strategic, donor-centered professional who thrives in a collaborative, high-impact environment and is passionate about humanitarian relief. This role will be primarily focused on the Western half of the US.

## **Key Responsibilities**

### **Portfolio Management & Donor Strategy**

- Grow and manage a portfolio of 100–200 major and principal gift prospects and donors.
- Develop and execute individualized cultivation, solicitation, and stewardship strategies.
- Personally, solicit five- and six-figure gifts, including multi-year commitments.
- Lead and grow legacy giving program in collaboration with Development Team.



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- Collaborate with the VP of Development on management, department budgeting and revenue forecasting.

## **Donor Engagement & Stewardship**

- Lead high-touch engagement efforts including high-net worth donor visits, briefings, and support events.
- Prepare compelling proposals and routine communications to major gift donors and prospects, including impact reports, and personalized communications.
- Ensure timely and meaningful stewardship that reflects donor interests and impact.

## **Prospect Development**

- Identify and qualify new major donor prospects through personal contacts, research, referrals, and events.
- Work with Development team to identify and move mid and annual donors into major giving category.
- Leverage networks of board members, volunteers, and Rotary partners to expand reach.
- Support the growth of ShelterCircle and other donor recognition initiatives.

## **Collaboration & Leadership**

- Serve as a senior member of the Development team, mentoring junior staff as needed.
- Partner with the Marketing and Communications team to align messaging and storytelling.
- Contribute to cross-functional initiatives, including emergency appeals and campaigns.
- Coordinate and collaborate with ShelterBox Trust UK colleagues on major donor initiatives.
- Management and department responsibilities as required.

## **Data & Reporting**

- Maintain accurate and timely records in the CRM (Raiser's Edge preferred).
- Track donor activity, pipeline movement, and revenue projections.
- Use data to inform strategy and optimize donor engagement.

## **Qualifications**

### **Required:**

- 10+ years of progressive experience in nonprofit fundraising, with a focus on major gifts.
- Demonstrated success in securing five- and six-figure gifts from individuals.
- Strong relationship management, communication, and storytelling skills.
- Experience with donor databases and moves management systems.
- Ability to travel up to 30% for donor meetings and events.

### **Additional Preferred Attributes:**

- Experience in international relief, humanitarian aid, or global development.
- Familiarity with Rotary International and its philanthropic network.
- CFRE certification or advanced fundraising training.

## **Benefits:**

- Medical, vision and dental are 100% paid for by ShelterBox USA
- 401(k) match program



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- 15 days of PTO
- 16 days of observed holidays
- Cell phone stipend

## **Classification**

This is a full-time 40-hour/week exempt (salaried) position. Additionally, due to the nature of a disaster relief organization, employees may be asked to work extended hours

## **Physical Requirements:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employee must be able to work hours that exceed 8 hours per day and/or 20 hours per week including nights and weekends, especially during peak activity periods as approved by the manager.
- While performing the duties of this job, the employee is regularly required to sit or stand for up to 4 hours at a time; use hands to finger, handle, reach or feel and talk or hear. The employee is sometimes required to bend, lift and occasionally carry items up to 20 pounds. This job often requires climbing staircases as elevators are not present at all locations.
- Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and the ability to adjust and focus.
- Must be able to hear and speak effectively in English.

ShelterBox USA provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ShelterBox USA complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has remote employees. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Note: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job as they may change at any time with or without notice.