

## **JOB DESCRIPTION**

**POSITION:** Major Gifts Officer

**RELATIONSHIPS:** Reports to the Director of Development

### **SUMMARY DESCRIPTION:**

The Major Gifts Officer shares the vision to alleviate poverty and homelessness in Wyoming with the community and invites individuals to financially participate in the solutions offered through the programs of Wyoming Rescue Mission. This position is Full-Time Exempt.

### **QUALIFICATIONS:**

#### **Spiritual:**

- A. Maintain a personal relationship with Jesus Christ, and confess Him as their personal Lord and Savior. (John 3:16, Acts 4:12)
- B. Endeavor to live a Godly life in public and private, thereby providing a Christian role model for those we seek to reach. (1 Peter 1:13-16)
- C. Agree with the WRM Statement of Faith.

#### **Vocational:**

- A. Bachelor Degree from a four-year university, in such fields as marketing, business administration, or equivalent experience.
- B. Prefer a minimum of three years of nonprofit development or high level sales.
- C. Successful experience in making cold calls as well as developing cultivation and solicitation strategies.
- D. Must have a passion for the poor and homeless.
- E. Demonstrates the highest level of integrity.
- F. Excellent verbal and written communication skills.
- G. Must understand biblical stewardship and the journey of WRM's donors.

### **DUTIES & RESPONSIBILITIES:**

#### **Spiritual:**

- A. Grow spiritually in the Lord through prayer, memorization, meditation and study of the Word, and unity in Christian fellowship. (2 Peter 1:5-8, 2 Peter 3:18)
- B. Be a consistent witness for Jesus in attitude, speech, and actions demonstrating a daily walk with Jesus Christ. (Ephesians 4:1-3, Ephesians 5:3-5)
- C. Encourage guests, staff, volunteers, and customers to accept God's gift of salvation and grow in their faith. (Romans 15:2, 1 Thessalonians 5:11,14)
- D. Join in corporate worship and instruction with an external group of believers whose beliefs are in agreement with the WRM Statement of Faith. (Colossians 3:16, Hebrews 10:24-25)
- E. Faithfully uphold WRM's ministry in prayer. (1 Timothy 2:1)

**Vocational:**

- A. Act as an advocate for the homeless, poor, and marginalized by raising the awareness of the causes, needs, and potential of those in poverty.
- B. Maintain a courteous, Christ-like attitude in dealing with people within and outside of WRM.
- C. Personally thank major donors after receipt of contributions.
  - a. Identify and implement opportunities for donor recognition, stewardship, and appreciation.
- D. Develop personal relationships with major donors.
  - a. Manage a portfolio of existing donors and prospects.
  - b. Develop cultivation strategies for prospects, engage staff, Board, or other organizational supporters as appropriate.
  - c. Maintain consistent quality communications with donors in coordination with the Director of Advancement.
- E. Generate customized major donor giving opportunities.
  - a. Solicit gifts from existing and prospective donors as assigned, by mail, phone, and in person.
  - b. Assist in recruitment of hosts, lead gifts, and sponsorships for fundraising events.
- F. Cultivate prospects into major donors through development of personal relationships.
  - a. Identify, research and qualify prospective donors.
  - b. Identify opportunities to network with donors and prospects and engage members of the staff and board as appropriate to make the most of those opportunities.
- G. Maintain donor file documentation in WRM's constituent relationship management (CRM) software.
- H. Act as part of the Development team, assisting with other departmental initiatives as requested.
- I. Represent the organization positively in public at all times by acting as a professional representative and ambassador.
- J. Attend conferences or other trainings as requested by Director of Development.
- K. All other duties as assigned by the Director of Development.

Note: Ability to travel locally and statewide is required with limited out of state travel.