

HOPE MINISTRIES

Department: Development and Community Relations
Position Description: Major Gifts Advisor
Employee's Name:

JOB SUMMARY

Establish, maintain and manage a portfolio of qualified individual donors giving \$1,000 or more annually to grow major gift revenue.

MAJOR AREAS OF RESPONSIBILITIES AND DUTIES

- Honor our major donors by helping them achieve their philanthropic goals.
- Establish and maintain a portfolio of approximately 150 major donors meeting criteria established in cooperation with supervisor.
- Create and implement a plan for each assigned donor focused on retaining and stewarding their relationship with Hope Ministries. Make meaningful and appropriate funding requests that align with the donor's philanthropic interests, passions and values.
- Emphasis is on personal contact with assigned donors through visits, tours, phone calls, email and written correspondence, and events. Develop active, positive and professional relationships. Job requires at least 80 percent of time to be spent on high donor contact: cultivation, solicitation and stewardship.
- Meet annual revenue goals which are set in cooperation with supervisor to meet the organization's funding needs. Regularly and accurately report on portfolio activity and performance.
- Collaborate effectively with Development staff and other departments.
- Participate in the spiritual growth and Christian instruction of those whom Hope Ministries serves. This can include (but is not restricted to) personal mentoring, the sharing of Scripture and Biblical encouragement, and praying with program participants. This may be in a structured setting (i.e., a classroom or chapel), or unstructured, with individual clients as the need arises.
- Carry, maintain, and utilize a company-provided cell phone or smart phone to conduct the responsibilities of this position to include: being reachable during business and off hours during weekdays and weekends should the need arise and checking and responding to emails or text messages in a timely manner to ensure that priorities are met.
- Other duties as assigned by the Director of Development or Major Gifts & Planned Giving Director.

QUALIFICATIONS

- Spiritual Qualifications: Must have a lifestyle that demonstrates moral and ethical adherence to the teachings of the Bible and an expressed desire to minister to those who are poor, needy and homeless. Must agree with Hope Ministries' Mission Statement, Core Values and Statement of Faith.
- Education B.A. preferred or equivalent experience.
- Knowledge/Experience/Skills: Development/fundraising experience required; major gift experience preferred. Proven ability to meet financial goals. Marketing experience desirable. Demonstrated excellence in verbal and written communication, personal solicitation, presentation skills and prospect research. Ability to multitask, meet deadlines and effectively manage time to meet responsibilities. Positive, professional attitude and appearance. Proficiency with Microsoft Office and relational database applications. Takes direction, collaborates well with colleagues and relates well with a variety of constituencies. Practical experience in a Christian nonprofit or parachurch organization preferred.

Reports to: Director of Development / Major Gifts & Planned Giving Director

Salaried/Exempt Hourly/Non-exempt

Work Schedule: 8 a.m.- 4:30 p.m., M-F, and additional hours as required

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____