



Job Description
Development and Community Relations

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

JOB SUMMARY

The Major Gifts Advisor will establish, maintain and manage a caseload of qualified individual donors giving \$1,000 or more annually to grow major gift revenue.

MAJOR AREAS OF RESPONSIBILITIES AND DUTIES

- Qualify and maintain a caseload of approximately 150 major donors, meeting criteria established in cooperation with supervisor.
- Create individual goals and a custom 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 – helping them achieve their philanthropic goals.
- Make meaningful personal connections with assigned donors through visits, tours, phone calls, email and written correspondence, and events.
- Meet annual revenue goals set in cooperation with supervisor to meet the organization’s funding needs. Regularly and accurately report on caseload donor results including gift revenue, meaningful connections and other criteria approved by supervisor.
- Collaborate effectively with Development staff and other departments to create donor offers, and to regularly communicate impact to assigned donors.
- 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 Chief Development Officer.

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 learning and using technology including relational database systems and Microsoft Office. Innovative and creative problem-solver. 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: Chief Development Officer

Salaried/Exempt Hourly/Non-exempt

Work Schedule: Typically 8 a.m.- 4:30 p.m., M-F; flexibility to work evening, weekend, holiday hours as required

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____