

**[JOB DESCRIPTION](http://www.unm.edu)**

**[Job Title:  Development Advisor
FLSA Classification:   Non Exempt](http://www.unm.edu)****Job Status: Full-Time Regular**

**Reports To: Development Manager**

The Union Gospel Mission Twin Cities is a Christian ministry responding in faith to Biblical principles to serve those experiencing homelessness, poverty, or addiction in our community. We provide Christ-centered, discipleship-oriented pathways and programs that restore dignity and wholeness to men, women and children.

The Union Gospel Mission Twin Cities Development Advisor team is dedicated to the identification, cultivation and engagement of major donors. To do this, the team must work cooperatively and collaboratively with the UGMTC’s Donor Services, Accounting, and Programs.

**POSITION SUMMARY:**

Under general supervision identifies, cultivates and solicits major gifts for UGMTC by developing and implementing strategies to identify donors. Works closely with the Development Manager to secure and maintain major gifts for UGMTC.

**DUTIES AND RESPONSIBILITIES:**

* At the direction of the Development Manager, carries out assigned work in alignment with UGMTC’s mission, vision and policies.
* Builds and maintains a portfolio of at least 200 major gift donors that includes $3,000 or more annually.
* Maintains and cultivate a portfolio of at least 30 major gift prospects.
* Conducts 5-10 face-to-face meetings per week with major donors and/or prospects for qualification, cultivation, solicitation, gift closure and stewardship.
* Conducts a minimum of 50 cultivating contacts a week within donor portfolio.
* Develops, in collaboration with the Development Manager, an annual major donor work plan, including specific fundraising and cultivation goals for long-term, lapsed, and new major donors.
* Leverages other UGMTC initiatives in asking for major gifts; including: radiothons, Celebration of Hope, Soup for the Homeless Soul, and UGMTC’s general direct mail program.
* Actively solicits bequests and assist in other planned giving efforts.
* Solicits and assists with coordinating “friend-raiser” events within major donor portfolios.
* Assists with setting annual donor engagement revenue goals.
* Maintains accurate and timely records of all donor and/or prospect interactions in donor database.
* Works with cross- functional partners to maximize donor engagement opportunities. Key areas include Communications, Accounting, and Donor Services.
* Maintains co-operative relationships and communication with other departments to ensure access and positive experiences for UGMTC students and support achievement of program objectives.
* Represents the Christian values and ethics of UGMTC when interacting with Donors, students, staff and vendors.
* Responds to questions regarding UGMTC’s mission, programs and services. Supports the Christian values and ethics of UGMTC with students, staff and community.
* Participates in UGMTC sponsored spiritual enrichment activities, including staff prayer and devotions.
* At any time, with or without notice, performs other duties and activities as assigned.

**MINIMUM JOB REQUIREMENTS:**

* Bachelor’s degree in related field
* 3 years of business development, sales or fundraising
* Experience in social services environment preferred
* Non-profit experience preferred
* Ability to work flexible schedule of day and evening shifts
* Experience or desire to work with underserved communities and people experiencing homelessness or poverty

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

* Support UGMTC’s statement of Christian faith and has desire to share that faith, prayer and knowledge with staff, volunteers and clients. Ability to demonstrate this in word and deed by supporting the ministry of UGMTC, attending a local church and commitment to prayer and study of the Bible.
* Demonstrated ability to coordinate complex work assignment; strong detail-orientation, follow through, high level of initiative, and ability to work with minimal supervision.
* Strong problem-solving capabilities with the confidence to make administrative and procedural judgments and decisions with minimal supervision.
* Ability to analyze quantitative and qualitative information to identify trends, issues, and opportunities.
* Demonstrated ability to work cooperatively in a team environment.
* Able to handle confidential information with high integrity.
* Proficient in the use of Microsoft Office Software, Salesforce and other business related software and applications.
* Experience in “making the ask” in relation to development or sales.
* Strong knowledge of major gift and donor fundraising practices.
* Ability to develop and maintain recordkeeping systems, processes and procedures.
* Demonstrates exceptional judgment and professional boundaries.
* Willingness to work and communicate effectively with people of culturally and denominational diverse backgrounds.
* Ability to build effective, and strategic, relationships at all levels of the organization.
* Ability to adapt and thrive in an environment of change.
* Has a heart of compassion and caring toward the homeless and hurting, and is passionate about ministering life transformation in a multi-ethnic urban ministry setting.
* Demonstrates a courteous, high-integrity and Christ-like manner with internal and external partners, while performing all responsibilities.
* Ability to build and maintain a direct relationship with community leaders and donors who can translate the needs of UGMTC to gain support.
* Self motivated and strives for the continuous improvement of outcomes.
* Interpersonal and communication skills to work effectively one-on-one and in group settings with a wide range of constituencies in a culturally diverse community.

**WORKING CONDITIONS AND PHYSICAL EFFORT:**

* Work is performed in a typical interior/office within an emergency shelter / transitional housing environment with occasional outside work required
* While performing the duties of this job, the employee may, on occasion, be exposed to angry or violent students or community members; Moderate to high exposure to physical risk.
* Must be able to lift 10-15 lbs.
* Work requires talking, typing, pushing, pulling, reaching, crouching, stooping, carrying, and other physical activities

*Union Gospel Mission Twin Cities is a 501(c)(3) nonprofit, evangelical Christian Ministry; as such, employees must share the Mission’s Statement of Faith and Code of Conduct, and adhere to the Mission’s employee handbook policy manual and guidelines set forth by the organization. This position requires satisfactory completion of criminal background check, drug screening, and a credit check.*