**ROCKFORD RESCUE MISSION MINISTRIES**

**DEVELOPMENT DEPARTMENT**

# JOB DESCRIPTION

*Rockford Rescue Mission considers every position one of ministry and a vital part of our team. Therefore, it is essential that all staff of RRMM have a personal relationship with Jesus Christ and subscribe to our Statement of Faith and Core Values. Additionally, staff must be willing to lead and/or participate in Bible study, prayer, devotions, chapel and sharing the Gospel.*

**JOB TITLE:** GIFT OFFICER

**REPORTS TO:** Chief Development Officer

**PRINCIPAL DUTIES/RESPONSIBILITIES:** Cultivate relationships through monthly stewardship strategies to engage major donors, planned giving prospects, and new donors.

**WORKING CONDITIONS:** Majority of work is done indoors. Seventy-five percent of time is spent connecting with donor contacts. Requires travel in either personal or company vehicle. Minimum lifting not to exceed 40 pounds with some bending, stretching or twisting.

1. **MONTHLY DONOR RELATIONS**
2. Identify prospects as monthly donor members.
3. Coordinate the monthly donor strategy.
4. Communicate consistently with Chief Development Officer and Chief Executive Officer on all stewardship appropriate issues.
5. Create and implement strategies that build relationships with current and prospective donors and grow the monthly donor program.
6. Engage designated or prospective partners to develop genuine relationships. This is accomplished through natural life interactions such as written or e-correspondence, phone contacts, meals, home or business site visits and Mission functions. The goal is to discern the partners’

passions for giving and satisfy those passions through timely, well matched opportunities for advancing the ministry of the Mission.

1. **MAJOR DONOR RELATIONS**
2. Contribute to the leadership of the stewardship process including prospect research, communication, assignments, and any other activities required. Set and report weekly goals for a minimum number of contacts each week.
3. Maintain all records necessary in Raiser’s Edge database to successfully cultivate and satisfy donor’s desire for advancing the ministry. It is essential that all conversations, mailings, visits, etc. be recorded to maintain adequate documentation of the “chain of relationship”.
4. Build relationships with assigned portfolio of individuals, corporations, and foundations.
5. Work with Chief Development Officer to formulate, implement and monitor effective stewardship plans and strategies.
6. **PLANNED GIVING**
   * + 1. Coordinate planned giving calendar and strategies.
       2. Cultivate planned giving prospects.
       3. Communicate with Heritage Partners.
       4. Administer bequest gifts.
7. **OTHER RESPONSIBILITIES**
   1. As assigned, either alone or with other staff, present at public speaking opportunities to promote the Mission.
   2. Coordinate thank you call and note strategy.
   3. Assist Development team in thank you calls and cards to donors.
   4. Engage in stewardship training.
   5. Achieve stability and enhancement of assigned donor relationships.
   6. Support Business, Church, and Community relationships and collaborate with Chief Development Officer on strategy for cultivation.
   7. Perform related work and other duties as required and assigned.
   8. Conduct tours as requested.
8. **PHYSICAL FACTORS**
9. Sitting at a computer.
10. Occasional standing, reaching, bending, twisting and stooping.
11. Frequent moving and walking.

# F. SPIRITUAL RESPONSIBILITIES

1. Take every opportunity to share the Gospel of Jesus Christ with others.
2. Provide spiritual encouragement to staff, volunteers, guests, and residents.
3. Invest in the spiritual development of staff, guests, residents, and donors.
4. Pray for and with staff, volunteers, guests, residents, and donors.
5. Ensure actions and policies reflect the Christian values and purpose of the Mission.
6. Handle relational conflicts according to the Staff Covenant of Romans 12:18 and Matthew 18:15-19.
7. Memorize monthly Scripture, Mission Statement, and Mission Core Values.
8. Participate in corporate prayer and Scripture reading, staff chapel services, and all spiritual gatherings.
9. Support and attend annual mandatory Evangelism In Service training to grow in knowledge of leading others to faith in Christ.

10. Participate in annual spiritual growth training through organization selected curriculum.

* + - 1. **QUALIFICATIONS**

1. Proven track record in fundraising and experience in donor relationship cultivation
2. Have knowledge of homelessness, rescue and funding environments on a local and national level
3. Must be of exemplary character displaying respect, accountability and professionalism
4. Servant leader who demonstrates faith, humility and unity
5. Composed and professional demeanor
6. Enthusiastic about Rockford Rescue Mission’s purpose, vision and values
7. Skilled and effective in written and verbal communications
8. Must be teachable and function as a team player
9. Ability to follow a strategy for building and maintaining relationships with donors and engage them through giving
10. Must be able to manage multiple tasks and work with deadlines

1. Must engage in safe and healthy work practices, both on the premises

and off-site facilities. Must take an active part ensuring the safety, health and well-being of all Mission staff, volunteers and Mission guests

1. Willing to work weekends and evenings as necessary. Flexibility and a cooperative spirit are crucial.
2. Proficient in MS Office (including Word, Excel and Outlook)
3. Experience with donor database
4. Have a passion for the work of this ministry, a highly relational and winsome disposition, sensitivity to the needs of others, and innate attention to detail
5. Excellent communication skills with a warm and engaging manner and a natural enjoyment of others

My signature below acknowledges that I have read and understand the job description as described herein and I can perform that which is required including Working Conditions/Physical Factors unless otherwise noted. I understand that this job description is not all-inclusive and that employment is at-will.

**PRINTED NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**STAFF SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**