



Major Gifts Officer Job Description

JOB TITLE: Major Gifts Officer
REPORTS TO: President/CEO

DEPARTMENT: Development
BFOQ: Christian/Faith-Aligned
STATUS: Exempt

ORGANIZATION: Bread of Life Mission is a non-denominational, Christian, social services organization, which provides critically needed goods and services to the homeless, poor, and needy of Washington State without regard to race, color, sexual orientation, creed, national origin, or religion. BOLM staff works to bring hope, healing, and recovery to Seattle's homeless through a Christ-Centered approach, impacting Seattle one life at a time. BOLM is a storied mission with plans for a capital campaign and future growth.

SUMMARY OF POSITION: Bread of Life Mission's Major Gifts Officer (MGO) is a member of the Development team and is responsible for securing financial resources for Bread of Life Mission (BOLM). The primary focus is meeting and working with donors and prospects with significant giving capacity to accomplish their giving objectives in the form of annual giving, major and planned gifts. The Major Gifts Officer will engage in and responsible for all aspects of the donor development cycle including donor identification, cultivation, solicitation, acknowledgment, church partnership and stewardship. This income-generating position reports directly to the Director of Development. Position requires some evening and weekend responsibilities to be successful.

DUTIES AND RESPONSIBILITIES:

1. Demonstrate BOLM values in performance of all duties.
2. Adhere to the highest ethical standards; show empathetic disposition and perseverance; reflect optimistic and positive attitudes; and convey sensitivity to donors' needs.
3. Work collaboratively with development team, including the CEO.
4. In collaboration with Director of Development, design a plan which focuses on strategies and techniques for raising current and deferred gifts:
5. Develop and maintain a list of current and planned giving prospects; manage relationships to convert prospects into donors.
6. Identify and cultivate potential individual and corporate donors.
7. Keep a robust schedule of personal visits, effectively sharing the story and purpose of BOLM and giving opportunities.
8. Create customized stewardship strategies for key major-gifts donors.
9. Share with donors the ways in which they can partner with BOLM to advance the ministry and increasingly share the Gospel.
10. Pray for and pray with donors (as desired by donor).
11. Seek to encourage others in their faith and to make others aware of giving opportunities and ministry support/participation.
12. Analyze and evaluate prospects and donors' propensity, capacity, and enthusiasm to give.
13. Cultivate major gift prospects, investing the necessary time and energy to build relationships designed to understand the donor/prospect goals with the expressed purpose of alignment with BOLM's mission and objectives.
14. Solicit major gifts from current donors and prospects. Stewardship of major gift donors for future gifts and planned giving opportunities.

15. Manage a portfolio of 125-150 qualified relationships, leveraging moves management with a custom cultivation strategy for each donor, while systematically identifying new donors and prospects to add to the portfolio.
16. Execute and report on quarterly/annual fundraising plans, donor solicitations identification, cultivation, campaigns (capital and annual) and stewardship efforts.
17. Attend and (occasionally) host events for the purposes of acquisition, cultivation, and stewardship for BOLM.
18. Offer prospect strategy counsel to the President/CEO and development staff who are managing other prospects.
19. Track prospects and donor contacts in portfolio using organization tools and tracking methods via donor software. Ensure that all donor information entry, storage, accuracy, and special requests are recorded and accomplished in a timely manner.
20. Prepare proposals, letters, and customized material, as necessary.
21. Remain knowledgeable in income tax and government regulation changes that affect planned giving and outright gifts.
22. Participate in strategy and planning meetings.
23. Write, compile, and edit reports.
24. Adhere to the highest ethical standards, maintain personal and professional competence in fund raising.
25. Other duties as assigned.

CORE COMPETENCIES:

- A solid, mature, and credible Christian witness and lifestyle that exemplifies Christ in character and, modeling servant-leadership.
- Have a personal relationship with Jesus Christ and be able to share the gospel with others through words and deeds.
- Relationship Building – effectively establish and maintain productive relationships; enjoy and excel in interacting with a variety of people.
- Ability to determine how best to develop and maintain effective relationships with donors and determine when and how a prospective donor can be successfully engaged, accompanied by ability to secure financial gifts.
- Capable of handling numerous tasks, while meeting deadlines.
- Demonstrated ability to understand the needs and interests of donors to develop or strengthen relationships with BOLM.
- Ability to participate in all aspects of the giving cycle.
- Requires proficient computer, database, technology, and social media skills.
- Possess excellent interpersonal skills, verbal and written communication skills and a professional demeanor.
- Work well in a team environment and accept input and supervisory guidance.
- Must be a self-starter who regularly sets and achieves activity and results-driven goals.
- Able and willing to interact with shelter guests in a compassionate and respectful manner.
- Knowledgeable and empathetic to the needs of the poor.
- Able to maintain a positive, professional, Christ-like manner with all donors, staff, guests, and volunteers.
- Agrees with and carries out responsibilities in accordance with the Mission's policies that are included in Bread of Life Mission Directives, Code of Conduct, Statement of Faith, and Mission Statement. Willingly sign a confidentiality agreement.
- Write concisely and organize content clearly; pay strong attention to details and accuracy.
- Adaptable, resilient, and calm under stress.
- Continuous learner.
- Means and ability to travel in Seattle and the surrounding area to meet with donors.

EDUCATION/EXPERIENCE:

- Bachelor's degree, master's degree and/or CFRE preferred.
- Must demonstrate a proven fundraising record of accomplishment, as well as possible history in finance, sales, and marketing.
- Effective in researching and analyzing large groups of data to uncover prospects.
- Demonstrated history of securing major gifts over three or more years while working a growing organization.
- Demonstrated knowledge of planned giving techniques and vehicles.

WORKING CONDITIONS/PHYSICAL FACTORS:

The employee is regularly in a typical office environment with adequate light and moderate noise levels. Additionally, this role will require some hours served on the weekend, evenings, and travel.

This position requires frequent interaction with the homeless population. Will interact with individuals who may be intoxicated or under the influence and who may lack socially acceptable personal hygiene.

- May require bending, lifting (up to 50 lbs.) – *occasionally*.
- Climbing stairs – *often*
- Manual dexterity/fine motor skills – *often*
- Standing for extended periods of time - *occasionally*
- Able to think, read, speak, see, and hear – *continuously*.
- Walk, stand, sit, and use hands to handle files, computers, and *phone* – *regularly*.

REQUIREMENT:

Bread of Life Mission is a privately funded 501(c)3 Christian ministry. It is the policy of Bread of Life to grant equal opportunities for employment to all qualified persons without regard to age, race, color, national origin, military, gender, genetic characteristic, marital status, unemployment, domestic violence, or any other applicable grounds prohibited by law. Our designated purpose is religious. We consider every position essential in the fulfillment of our ministry and Mission Statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of Bread of Life.
- Subscribe to Bread of Life's Statement of Faith and Qualifications for Employment upon hire and continuously while employed.
- Adhere to the Bread of Life Employee Handbook.