

Major Donor Representative

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Location: Los Angeles

Posted: 07-29-2019

Location Name: Union Rescue Mission Los Angeles

Wage: Depends on Experience

POSITION SUMMARY: Responsible for identifying and cultivating relationships with donors and prospective donors with the means to give at a specific, generous level annually.

ESSENTIAL FUNCTIONS:

- Cultivate donor relationships and solicit new donors through various methods such as written communication, cold calling, events, personal tours and meetings.
- Manage donor activity and maintain detailed records in a database on a daily basis.
- Establish and achieve/surpass annual and quarterly revenue goals.
- Plan and organize various in-house, and off-site outreach activities and events.
- Some travel may be required, to include some overnight trips.
- Must be able to work extended hours and weekends if necessary.
- Other duties as assigned.

EXPERIENCE, EDUCATION AND LICENSURES:

- Minimum of 8 years of progressive Major Donor Development, sales or fundraising experience.
- Bachelor degree in marketing, communications, non-profit or similar/related field is a plus.
- Experience in non-profit Major Donor Development is highly preferred.
- Must have experience with data entry into database software for documenting activities.
- Must have a valid driver's license and the ability to be added to company insurance policy.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must have a working knowledge of Microsoft Office Programs.
- Ability to learn proprietary online volunteer and donor database.
- Must have excellent communications skills, both verbal and written.
- Must have excellent time management skills and be able to work independently.
- Must have the ability to build relationships quickly and across diverse cultural backgrounds.
- Must have the ability to multi-task in a high volume environment, be highly organized and detail oriented.

PHYSICAL DEMANDS:

- Requires frequently reaching and lifting of small objects, providing direction to clients and operating office equipment. Must be able to lift 45 lbs.

WORK ENVIRONMENT:

- This position predominantly works indoors in a high traffic office setting. Area of work will vary due to the nature of position and meeting with Donors and Vendors at off-site locations or fundraising events.
- The office is clean, orderly, properly lighted, and ventilated.
- Noise levels are considered low to moderate.

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