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| **JOB TITLE:** | Philanthropy Officer  | **FLSA STATUS:** | Exempt |
| **EFFECTIVE DATE:** | December 2019 | **REPORTS TO:** | Director of Philanthropy  |

**POSITION SUMMARY:** Responsible for fundraising through identifying and cultivating relationships with donors and prospective donors with the means to give at a specific level.

**CORE WORK PRINCIPLE:** Colossians 3:23 is the foundation of URM’s standard for employment, “Whatever you do, work at it with all your heart, as though you were working for the Lord and not for people”. The goal for each employee is to enrich and sustain a humble heart attitude; to enrich and sustain a mindset of serving others, treating them with kindness and truth; and to enrich and sustain a zealous desire for achieving work objectives without any ulterior motives or agendas.

**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 database on a daily basis.
* Establish and achieve/surpass annual and quarterly revenue goals based on donor portfolio.
* Help plan and organize various 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.
* Commitment to URM’s mission, vision, and core values.

**EXPERIENCE, EDUCATION AND LICENSURES:**

* Minimum of 4 years of progressive 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 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 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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| Employee (print) |  |  |  |
| Employee (signature) |  | Date: |  |
| Supervisor or HR:  |  | Date: |  |