



Associate Director of Major Donor Engagement

Shepherd's House Ministries

Job Description and Qualifications

The Mission and Vision of Shepherd's House Ministries

At Shepherd's House Ministries our mission is to create safe and healing environments where the grace and truth of Jesus Christ flows freely. We strive to feed the hungry and shelter the homeless, but our deeper aim is to walk alongside the hurting and the needy to effectively address the life-controlling issues perpetuating the long-term cycles of trauma, addiction, and homelessness. In an environment of grace, our vision for people is not to modify behavior but to see hearts healed and lives changed from the inside out. We have a vision to help the impoverished and marginalized across all of Central Oregon.

Title: Associate Director of Major Donor Engagement

Status: Full-Time

Compensation: \$55,000 to \$72,000 depending on experience

Health Insurance: Medical

Vacation/Sick Days: See Employee Handbook

Direct Supervisor: David Notari, Director of Development

Personal Character Attributes

Values trusting relationships with those he/she serves through openness, honesty and authenticity Demonstrate a willingness to avoid metaphorical mask wearing, conformity, disingenuousness, and judgment

Invests in co-workers through trusting, loving relationships

Values maturity in Christ-likeness by trusting God and others in all areas of life

Works responsibly with integrity and commitment

Job Description

The Associate Director of Major Donor Engagement is responsible for building relationships with existing and prospective major donors, establishing meaningful connections, discerning a heart connection to our mission, and seeking to invite others to partner with us through giving financially. This person will work to identify major donors and prospects, engage with individuals, organizations, and churches while building relationships that will lead to financial support. This person will be part of the development team and is responsible for reporting to the Director of Development.

Job Responsibilities

- In the field 70-80% of the time, meeting with major donors and prospects
- Designs the annual major donor fundraising plans, strategies, and goals for the organization
- Works with the Development Director, Executive Director, Board, and Volunteers to accomplish their goals
- Engages directly with individuals, churches, and corporate donors to ask for financial support
- Creates a plan to identify, cultivate, and solicit funding from major donors
- Actively works with 80 - 100 or more major donors per year
- Implements effective benchmarks to assess success
- Assists the Executive Director and Development Director with 10-20 major donor relationships each year
- Assists the Board with major donor relationships

- Helps train volunteers to identify and engage with major gifts prospects
- Helps lead and train development staff as needed
- Provides regular reports on donor activity in collaboration with the development team
- Learns and understands the donor database, wealth analysis, and donor giving reports
- Leads in finding sponsors and major support for fundraising events
- Join and participate in local civic and community organizations (Chamber, Rotary, etc.)

Other Duties

- Occasionally speak in churches, civic clubs or other public venues
- Other duties as assigned by the Director of Development or Executive Director

Qualifications:

- Strong posture towards people and relationship building
- An established affinity towards Shepherd's House culture and values
- Excellent verbal and written communication skills
- Three years of experience in development with emphasis on major gifts
- Known ability to work independently and function as a core team member
- Able to handle simultaneous tasks and regularly meet deadlines
- Self-motivated, taking initiative to complete work responsibilities
- Able to maintain confidentiality of clients and donor information
- Proficient in a variety of technologies (Office, Donor Database, Social Media, Mail Chimp or similar)
- Bachelor's Degree preferred

Please send resume and cover letter to davidn@shepherdshouseministries.org