



Job Description

TITLE: Mid-Level Gift Officer
CLASSIFICATION: Exempt; Full-time
DEPARTMENT: Mission Advancement
REPORTS TO: Manager, Donor Care & Gift Officers
LOCATION: Columbus, Ohio or Remote

SUMMARY

Reporting to the Manager of Donor Care & Gift Officers, the Mid-Level Gift Officer will be a key member of HBI's Mission Advancement team. The focus of this position is to develop and manage a portfolio of leadership-level giving donors by initiating, cultivating, soliciting, and stewarding relationships with individuals, couples, and families who partner financially with Heartbeat International. Position is tasked with evaluating giving levels to determine who has the potential for a higher level of giving.

Primary Responsibilities

TIME ALLOTMENT. 70% Mid-level Donor Care, 5% Team Meetings & 25% Donor Research

1. Cultivate donor relationships by updating, stewarding, and in asking or encouraging donors to deepen their financial partnership with HBI.
2. Executes fundraising strategy through phone, email, and mail communication.
3. Learn and update Virtuous (CRM database) with call notes and new information about donors.
4. Ensures broad knowledge of HBI programs and services in order to effectively communicate the mission to donors.
5. Researches, identifies, and promotes hand-off of high capacity donors to the appropriate Major Gift Officer.
6. Manages a portfolio of 400 – 600 donors.
7. Meets with Manager on a regular basis for accountability, and to discuss strategy and donor adjustments.
8. Research new midlevel donors using tools to update personal and contact information
9. May assist on a limited basis with administrative projects in instances of absences.
10. Special projects as assigned by the Manager of Donor Care & Gift Officers.
11. Occasionally facilitate face-to-face visits to select donors for cultivation, solicitations, and stewardship efforts (only local and in special circumstances).

SUPERVISION (Received/Given)

You will receive periodic supervision in form of general parameters. You will also make non-routine decisions involving analysis of situations based on parameters established and past related experience ensuring activities conform to Heartbeat International's Christian pro-life mission, vision, and core values. Plan and organize work to meet deadlines and Development Department needs.

QUALIFICATIONS

1. College degree preferred, preferably in related field such as marketing, business administration, fundraising, etc., or combination of education and experience in the development field.
2. Two years of experience in non-profit development involving donor care and/or fundraising. Experience in sales, marketing, or customer support/customer care will be considered in lieu of development experiences. Experience in pro-life movement preferred.
4. Strong oral and written communication skills.
5. Dynamic human relation skills. Ability to work cooperatively--with a Christian servant heart--to inspire donors and potential donors to support Heartbeat International's mission and affiliates, in addition to willingness to accept direction from leadership and strive towards personal improvement.
6. Good administrative abilities, including independent and sound judgment, organization, planning, and idea generation and development. Ability to handle multiple responsibilities simultaneously.
7. Strong commitment to ethical fundraising practices.
8. Ability to travel on limited basis.
9. A working knowledge of Microsoft Word, donor/CRM database, Excel, and Google calendaring strongly preferred.
10. A willingness and desire to serve donors and other Heartbeat constituencies, including other staff, in support of and to promote Heartbeat International's life-affirming ministry and God's plan for our sexuality.
11. Ability and willingness to demonstrate commitment to the Heartbeat International's mission, vision, and core operational values in the execution of position responsibilities.
12. A willingness to share the gospel of Jesus Christ by word and example, and through prayer, to encourage donors, staff, and others and to contribute to an office environment conducive to supporting Heartbeat International's ministry of life.