



CENTER FOR INCLUSIVE EDUCATION

Position Opening

Posted June 17, 2022

External Title: Donor Engagement

Internal Title: Major Gift Officer

Reports to: Director of Advancement

Location: Grand Rapids, MI

Job Description

The Major Gift Officer generates revenue through engaging donors, identifying their passions and interests, and helping them fulfill those passions and interests by providing them giving opportunities aligned with All Belong's strategic goals.

Responsibilities

- Qualification of a caseload of 125-150 donors
- Set and manage goals for each donor in caseload
- Create and execute an annual plan of regular touchpoints for each donor in caseload, based on the donor's passions, interests, and communication preferences
- Gather and prepare relevant information (budgets, project details) to create and present donor proposals
- Generate regular reports on caseload progress
- Other activities relevant to major donor relations as assigned by Director of Advancement

Performance Evaluation

- Major metrics include: total dollars raised, number of meaningful connections, number of stewardship touches, number of asks, completing annual touchpoint plan for each donor, donor performance year-over-year
- Qualifying/disqualifying donors with relevant documentation
- Achievement of revenue goals based on caseload plan
- Execution and documentation of annual plan of touchpoints
- Retention and upgrading of donors
- Timely reports of impact to donors
- Timely and regular reporting of caseload performance
- Ability to keep deadlines and management of workflow
- Maintaining a positive outlook and collaborative spirit with colleagues

faithfully building belonging

4340 Burlingame Ave. SW, Wyoming, MI 49509 [616.245.8388](tel:616.245.8388) info@allbelong.org

Qualifications

- Ability to profess and demonstrate one's commitment to Jesus Christ and his teachings
- 3-5 years' experience in non-profit fundraising required; 5+ years' experience in major gift fundraising preferred
- Passion for developing relationships, getting to know and understand the interests and values of donors
- A deep listener with a curious mind
- Excellent communication skills, both written and verbal
- Ability to travel (locally and, when needed, nationally)
- Eagerness to adopt the full use of CRM systems
- Must be proficient in Office 365 suite and possess an enthusiasm for learning new technologies
- Must work well on a team, demonstrating comfort in collaborative environments

Salary and Benefits

- This position is salaried. Salary is competitive and commensurate with experience, with a generous benefits package including HSA health insurance, 403B match, PTO, STO, and personal days.
- Flexible scheduling is available, including reduced work hours down to 80% FTE.
- Applicant must have their own vehicle; use of that vehicle will be reimbursed at the current IRS mileage rate.

To apply, please submit a cover letter, resume, and statement of faith to Sharon Ward, business manager, at sward@allbelong.org.