



The City Mission (TCM)

Position Overview – Major Gifts Officer

The City Mission, Cleveland, Ohio is a holistic Christian ministry that exists to serve men, women and children at their point of crisis by progressing them towards stability, employment and independent housing. Our programs function to enable those at-risk, in crisis or incarcerated to live self-sufficient lives of faith, productivity, and excellence. This dynamic ministry provides essential community services such as adult education, vocational training, job readiness training, mental health counseling, youth programming, re-entry, Spiritual direction and much more.

The City Mission's staff is committed to serving the Lord Jesus Christ and those He brings to us, as ministry is now our vocation. All employees of The City mission are responsible to uphold the Christian integrity of TCM. It is vital that every staff member of TCM lives above reproach to represent the Lord and the Mission with the highest level of Christian professionalism. TCM's employees are ambassadors for the mission and for Christ wherever they are.

The Major Gifts Officer works closely with development staff, directors, advisors and volunteers in implementing and managing a comprehensive and effective major gift program (Gifts of \$10,000+). The incumbents' primary responsibilities are in the identification, qualification, solicitation and stewardship of major gift prospects and donors of The City Mission.

The Major Gifts Officer will maintain and promote a personal, professional philosophy of community involvement by participating in professional and community activities.

The Major Gifts Officer will create and implement individual and major gift strategies for short and long-term fundraising initiatives, and to strategically manage relationships in order to lead donors to increasing levels of commitment and support.

The successful candidate will demonstrate high energy and enthusiasm as well as a donor-centric approach to relationship building, always exhibiting patience, persistence and professionalism. S/he will manage all prospect contacts to ensure positive and purposeful prospect and donor relations.

The successful candidate will have extensive familiarity with fundraising to include superior knowledge of all aspects of fundraising, have exemplary communication skills with varying interactions and have the ability to work through challenges and overcome rejections.

The successful candidate will also have demonstrated fundraising, management and leadership skills preferably in the Cleveland/NEO region.

Major Responsibilities

1. Manages an active portfolio of 150 major gift prospects, strategically advancing prospects through the solicitation cycle and successfully closing major gifts of \$10,000 or more to support TCM.
2. Responsible for developing strategies specifically tailored to individual prospects to move them through the solicitation cycle in an efficient and effective manner.
3. Responsible for meeting established donor/prospect visits, solicitation/proposal and revenue goals.
4. Responsible for keeping accurate and timely records of all constituent interaction in Talisma. Responsible for preparing personalized correspondence in a timely manner.
5. Provides regular reporting of major gift progress including detailed contact reports of prospective donor visits and submits reports to the CEO at intervals deemed appropriate by all parties.
6. Responsible for becoming knowledgeable about TCM and its priorities in order to communicate those priorities effectively to prospects.

Essential Job Functions

Strategy and Planning

- Provide innovative tactical leadership for TCM individual and major gifts fundraising.
- Develop a strategic and effective planned giving program for TCM.
- Work closely with Development to identify funding opportunities and appropriate sources of support.

Identification, Cultivation, Solicitation and Stewardship

- Research and identify new prospects: individuals, major gifts, planned giving, campaigns.
- Work collaboratively with Development in order to meet or exceed goals for individual and major gifts.
- Assist with the recruitment and training of volunteers to build an effective solicitation team.
- Administer and direct all aspects of a planned giving program.
- Create and provide individual donor benefits, cultivation events and volunteer incentives.
- Coordinate individual gift solicitations with special events and other related donor appeals.
- Write and prepare letters and materials for annual individual gift appeals.
- Write acknowledgement letters and oversee acknowledgement process.
- Direct the creation and implementation of solicitation and volunteer training materials.

- Direct the creation of recognition rosters.
- Provide campaign summaries, management reports, and monthly financial reporting in order to gauge results and determine future actions.
- Position donor messages on the TCM website.
- Regularly monitor and oversee gifts processing and donor benefits fulfillment to assure accuracy.
- Oversee and assist with openings, special events, and other cultivation and stewardship activities.
- Participate in development department meetings and activities.
- Any other responsibilities as directed by leadership.

Professional Qualifications

- A thorough knowledge of and proven success in securing major and planned gifts.
- Demonstrated fundraising, management and leadership skills preferably in the Cleveland/NEO community.
- Bachelor's degree with a major in Business or a related field.
- Certified Fund Raising Executive (CFRE) preferred. The Certified Fund Raising Executive (CFRE) credential demonstrates an individual's mastery of the standards set for core knowledge and skills required of fundraising executives after five years of experience.
- A minimum of three to five years' experience with individual and major gift solicitation, preferably with organizations with annual budgets of at least \$4MM.
- Excellent written and verbal communication skills.
- Ease/ability to speak before groups of varying sizes and compositions.
- Excellent planning and organizational skills. Ability to multi-task, prioritize and work well under pressure.
- Self-initiator and functions well within a team environment.
- Proficiency with Microsoft Office Word, Excel and fundraising databases.
- Mobile technology and social media aptitude.

General Qualifications

- Reliable personal transportation
- Valid Driver's License and Insurance

Essential Physical and Mental Functions

- Remains in a stationary position for approximately 40% of the time
- Stand or walk for up to 60% of the time on various surfaces (tile, concrete, carpet)
- Climb stairs occasionally
- Bend/twist at waist/knees/neck to perform various duties including setting up video recording devices
- Constantly operates a computer
- Constant use of eyes (correctable vision to normal level required) to observe, read, interact with public and co-workers
- Constant use of hearing (correctable hearing to normal level required) to conduct interviews
- Read, understand and clearly speak English; constantly use speech and hearing (correctable to normal level required) in communicating with public/co-workers, giving and receiving instructions, using phones
- Work in various environments including adverse outdoor conditions such as cold, rain or heat;
- Constant mental alertness and attention to detail required while setting priorities and following up on assignments.

Spiritual Qualifications

- Professes Jesus as Lord and Savior.
- Believes the Bible to be the inspired, infallible, & ultimate authoritative Word of God (II Timothy 3:16; II Peter 1:21).
- Patterns life after the example of Jesus and the commands and principles found in the Bible.
- Desires to serve the Lord in the ministry of rescue.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.