



MAJOR GIFT OFFICER POSITION – BRIDGEPORT RESCUE MISSION (BRM)

POSITION TITLE: Major Gift Officer
REPORTS TO: Director of Development, (BRM)

MAJOR GIFT OFFICER

The Major Gift Officer will become a key contributor to our vision. The Major Gift Officer is to identify, solicit, and develop major donors who want to make a significant and lasting impact on the lives of the disadvantaged people in the tri-state area. The Major Gift Officer will build a portfolio of major donors which will generate annual revenues to support the annual budget of BRM.

POSITION SUMMARY

This position requires an experienced, highly motivated, and persuasive individual capable of acquiring, growing, and retaining major donor relationships. You must have a desire to be a part of a faith-based organization and to serve the community. We provide development support, marketing, and a collaborative work environment to help you succeed.

Working independently, you will be constantly engaging new prospects and visiting donors and presenting to groups as well as one-to-one. You must be an excellent speaker and be able to present our case for support in a passionate, compelling, and convincing manner. You must be able to prepare written proposals and reports. You will need to solicit individuals, churches, foundations, and business leaders.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Maintain a thorough working knowledge of our programs.
- Establish credibility for BRM with poise and maturity.
- Work as a team and independently.
- Build relationships with current and prospective donors.
- Build donor confidence in their investment outcomes.
- Increase donation levels from existing donors annually and acquire new donors.
- Prepare and conduct presentations.
- Host cultivation and solicitation visits to tour our BRM facilities.
- Ensure comprehensive follow-up after donor visits.
- Prepare proposals and close donations.
- Updating activities and communications in the BRM database.
- Anticipate opportunities and overcome objections.
- Develop a strong working relationship with BRM staff.
- Execute fundraising activities with minimal supervision.
- Attain financial goals.

- Look for opportunities to increase awareness of BRM for development purposes.
- Lead and be responsible for one (1) special event.

SKILLS REQUIRED

- Bachelor's degree preferred.
- Minimum of three (3) years' experience in fundraising.
- Travel is required with the ability and willingness to travel up to 25% of the time to donor locations.
- Strong interpersonal and relationship building skills are essential.
- Ability to communicate effectively and persuasively in written and oral forms.
- Ability to articulate the mission and goals of BRM in a clear, compelling manner.
- Familiarity with planned giving vehicles.
- Working knowledge of Microsoft Office (Word, PowerPoint, and Outlook).
- Experience with Donor Perfect is a plus.

ADDITIONAL REQUIREMENTS

As an employee of BRM the Major Gift Officer is required to:

- Sign the BRM Statement of Faith & Ministry Principles Acknowledgement (Section VIII Appendix B)
- Agree to abide by the BRM Employee Handbook (Section VIII Appendix A)

SALARY

- Negotiable