

# Waterfront Rescue Mission

## Job Description

**Job Title:** Director, Major Gifts  
**Department:** Administration  
**Reports To:** Sr. Vice President of Public Relations & Development  
**Position Type:** Full - Time [X] Part - Time [ ]

### Summary:

Charged with developing strategies and building relationships to secure major gifts and establish fundraising projects, the Director of Major Gifts will be expected to focus on the continuous improvement of current relationships, as well as prospect, secure, and steward gifts of a designated amount. This person will also support the development of the Mission's planned-giving program.

### Duties:

- Develop, solicit, and manage appropriate targeted candidates or organizations for financial or gift-in-kind support.
- Cultivate, solicit, and maintain major gifts and donors.
- Actively manage key relationships with donors to sustain and upgrade giving levels of a designated amount.
- Cultivate and co-manage grant opportunities and planned giving.
- Manage and coordinate development activity, including cultivation, market assessment, due diligence, valuation, negotiations, contract review, and transaction execution, including appropriate conveyance of findings to Sr. Vice President of Public Relations & Development.
- Responsible for coordinating with other PR & Development Team members in idea generation, strategic planning, fundraising campaigns, donor acknowledgement letters, lead letters, and other promotional materials related to development and fundraising efforts.
- Speak on behalf of Waterfront Rescue Mission at churches, corporate meetings, organizations, etc. as needed.
- Support the fundraising and financial development goals by engaging key individuals and groups onsite.
- Exhibit a working knowledge of the Waterfront donor database.
- Maintain and expand the donor database to include management and biographical information for reporting.
- Participate in regular meetings with the PR & Development Team.
- Attend and provide support for occasional after-hours events.
- Travel will be necessary for training and temporary duty.
- Performs all reasonably related duties as assigned.

### Leadership Responsibilities:

Carries out leadership responsibilities in accordance with the organization's policies and applicable laws.

### Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### Christian Commitment

Must exemplify and model Christian behaviors and values and possess high levels of ethics, honesty, and character.

#### Education/Experience

Bachelor's degree or equivalent, or 8-10 years related experience and/or training, or equivalent combination of education and experience.

Must have a valid state driver's license and be insurable by the WRM insurance carrier.

### **Knowledge, Skills, and Abilities**

- Must possess superb communication, networking, and leadership skills.
- Must be comfortable and effective in public settings representing WRM.
- Must have the ability to effectively present information to top management, public groups, and boards of directors.
- Must understand and be willing to work with the understanding that raising funds is the primary objective.
- Must have the ability to implement a fundraising strategy and plan for the short- and long-term success of the Mission.
- Must have the ability to energize relationships through leading the existing campaign programs and strategically developing new ways of identifying donors/gifts.
- Must have the ability to work well with teams or collaborate with outside agencies.
- Must have the ability to write speeches that conform to prescribed style and format.
- Must have the ability to define problems, collect data, establish facts, and draw valid conclusions as it relates to market/industry information.
- Must have the ability to think and act decisively with purpose and integrity.
- Must have the ability to invite trust, work with wide ranges of people, and take on challenges.
- Must possess a high degree of commitment to confidentiality.
- Must be proficient in the use of Microsoft Office Suite system and have a willingness to learn additional applications, such as Raiser's Edge software (donor database).
- Must have regular attendance on the job.
- Must support Mission goals.
- Must sign the Waterfront Rescue Mission's Statement of Faith.
- Must have the ability to work flexible hours as needed, including occasional holidays and nights.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to manipulate and is required to speak and listen. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include ability to adjust focus.

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**I have reviewed this job description and have no reservations about my ability to perform all duties of the position.**

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Printed Name

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Signature

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Date