



JOB DESCRIPTION

Position Title:	<u>Major Gifts Officer(s)</u>
Reports to:	Superintendent
Evaluated by:	Superintendent
Hours:	Full-time, salaried (exempt)
Salary:	Based on experience
Benefits:	As offered to all full-time employees
Paid sick days:	10 available
Paid vacation days:	20 available
Paid holiday days:	New Year's, Memorial Day, 4 th of July, Thanksgiving, and the day after, Christmas Eve, Christmas, New Year's Eve

Workspace: Advancement Office (Currently the Hospitality House)

Summary

The Major Gifts Officer is responsible for developing strategies for the cultivation, solicitation, and stewardship of donors with a special focus on five figure multi-year gifts to support The Potter's House, The Potter's House Foundation, and related programs. This position has a direct impact on the department's reputation among customers, sponsors, and other clients, as well as impacts the financial and operational performance of the organization.

Qualifications Required:

1. Personal relationship with Jesus Christ and committed to Christ-centered education
2. Regular worshipping member of a Bible-believing Christ-centered church
3. Committed to the mission of The Potter's House School
4. Bachelor's degree (Graduate degree preferred)
5. Ability to relate to students, staff and constituents with understanding and warmth
6. Minimum of five-years of experience in a comprehensive fundraising program. Demonstrated ability to raise substantial funds from individuals, businesses, foundations, and other potential contributors. Experience in developing and implementing successful planned and major gift programs.
7. Experience and knowledge of the Christian non-profit sector, fund management, and foundations.
8. Excellent written, verbal, and interpersonal skills.
9. Experience and knowledge of word-processing, spreadsheets, presentation software (PowerPoint or keynote), basic video software, and donor database software.

Primary Job Responsibilities:

1. Actively engage as a member of the school's spiritual community by attending morning prayers and other school events and functions, as directed by the Superintendent.
2. Be an advocate for Christ-centered, urban education and for a school community that reflects the Kingdom of God as described in Revelation 7:9: "A great multitude [...] from every nation, from all tribes and peoples and languages."
3. Oversee a portfolio of 150-200 donors and prospects.
4. Responsible for working with high net-worth and capable donors, prospects, alumni, and professional advisors to build trust and strengthen their understanding of the giving opportunities that the foundation and school have to offer. As well as continually strengthening their commitment, involvement, and relational loyalty to The Potter's House Community. These include individual and group meetings, hosting and planning donor events, public speaking, and other necessary presentations, joining community organizations, clubs and networking groups in order to prospect and acquire new donors.
5. Participate in each step of the donor pipeline including, but not limited to, the following: identification; qualification through research; cultivation; briefing; request for support; and prompt follow up, stewardship, and recognition.
6. Participate in a departmental portfolio review process and be a partner in maintaining an organized system for donor stewardship by updating constituent records, as appropriate.
7. Develop individual donor strategies, along with materials, to renew and upgrade donor gifts.
8. All other responsibilities as assigned by the Superintendent.

Performance Expectations:

1. A Major Gifts Officer should possess...
 - a. The ability to create momentum, demonstrating the ability to be a prime initiator. He or she should be proactive rather than reactive.
 - b. The ability to make strong personal presentations.
 - c. A working knowledge of each department member's responsibilities through direct orientation with each member.
 - d. A high level of discretion and ethical approach to fundraising.
2. A Major Gifts Officer should be...
 - a. Of high moral integrity, believing and adhering to the principles of Christian unity and submission as laid out in Psalm 133
 - b. A person with a strong desire to meet and engage with new, prospective donors.
 - c. Able to set clear goals strategically and execute on them
 - d. Extroverted
 - e. An organized, concise thinker and communicator.
 - f. Comfortable with top executives, pastors, professional people, and church laymen.
 - g. Strong and inspirational with volunteer leaders
 - h. Able to work cross-functionally with various internal and external constituents.
 - i. Persuasive with prospects
 - j. Patient and persevering
 - k. Driven with a consistent sense of missional urgency
 - l. Willing to help shoulder the burden of missional success with the Superintendent beyond just the numerical goal
 - m. Willing to travel extensively within the area of the constituency, and beyond when required for missional success

PHYSICAL REQUIREMENTS

Applicants who are, or become disabled, must be able to perform the essential job functions and meet basic job qualifications either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law.

The above information reflects the general responsibilities considered necessary to perform the essential functions of the job. This document should not be considered a fully detailed description of all the work requirements of the position. Other duties may be assigned that are not listed in the above job description and the organization may change the specific job duties with or without prior notice based on the needs of the organization.