

# Job Description



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<b>Job Title:</b> Planned Giving & Major Gifts Officer	<b>Job Grade:</b>
<b>Job Family:</b> Major Funding	<b>FLSA Status:</b> Exempt
<b>Location:</b> Virtual	<b>Revised:</b> 5.27.2021

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## FH Heartbeat

At Food for the Hungry, we operate under a set of guiding principles we call "The Heartbeat." This includes our Values, Vision and Purpose, which serve as the explanation of who we are and how we work as an organization. Together we follow God's call responding to human suffering and graduating communities from extreme poverty.

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## Job Summary

Responsible for planning, organizing and providing a critical role in identifying, developing, and maintaining relationships with Food for the Hungry's (FH) planned giving donors, major donors, and planned giving and major donor prospects for the purpose of securing major funding for the organization. Constituents can also include businesses and civic leaders.

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## Principal Responsibilities

**Key Result** – Stewards the relationships of planned giving and major donors to maximize their connection to the mission of Food for the Hungry and in turn support that mission both financially and spiritually.

1. Develop and implement a "moves management" strategy for each planned giving and major donor in the assigned case load;
  2. Track donor contact which includes activities such as monitoring number of face-to-face visits, phone calls, emails, personalized correspondence, funding proposals presented, new donor inquiries, etc.
  3. Communicate to potential and existing planned giving and major donors about field programs and emergency relief needs and encourage donors to contribute through cash donations, investment securities, real estate, life insurance products, endowments, trusts, or bequests;
  4. Conduct personal visits with planned and major donors;
  5. Organize regional donor activities and visits;
  6. Travel, as necessary, with staff and donors to relief and development sites around the world;
  7. Work with Senior Director of Stewardship & Philanthropy to assign responsibilities for personal solicitation to members of executive staff or volunteer organizations, according to special interest or capabilities;
  8. Assist with special events as approved by the Senior Director of Stewardship & Philanthropy.
  9. Travel domestically 50 -- 60% of the time to visit with existing planned giving and major donors and planned giving and major donor prospects.
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10. Raise \$1m+ annually.
  11. Attend departmental meetings and one-on-one meetings with Senior Director of Stewardship & Philanthropy.
  12. Stay current with trends in philanthropy and technical details on all forms of planned gifts and tax law changes keeping the Major Funding staff informed of such changes. Serve as a knowledgeable resource for the Major Funding department.
  13. Report to Senior Director of Stewardship & Philanthropy the results and activities required in a weekly Stewardship plan.
  14. Grow the # of new Planned and Major gifts annually.

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### Job Level Specifications

- Vibrant personal relationship with Jesus Christ and Christian commitment to serving the poor and in full agreement with FH's Christian foundation and beliefs as expressed in The Heartbeat: our Values, Vision, and Purpose;
  - Is a consistent witness for Jesus Christ, maintains a courteous Christ-like attitude in dealing with people within and outside of Food for the Hungry;
  - Passionate about the vision of Food for the Hungry and commitment to biblical principles regarding ministering to and discipling both major donors and impoverished people;
  - Excellent writing, editing and oral communication skills;
  - Excellent organizational/administrative skills;
  - Ability to effectively plan under complex situations;
  - Ability to interpret an extensive variety of facts and data involving people and organizations, and involving many abstract and concrete variables;
  - Deadline-oriented;
  - Computer operating skills and proficient in Microsoft Office Suite and Google Suite;
  - A true team player who is flexible, proactive and able to multi-task;
  - Knowledge of organizational policies;
  - Knowledge of other types of cultures - must be sensitive and effective in the use of personal knowledge of other countries and cultures;
  - Knowledge of accounting methods and procedures;
  - Ability to work with mathematical concepts such as those involved in percentages, ratios, and budgets, investments and statistical inference;
  - Ability to apply same concepts to practical situations involving people and institutions in major gift connections to FH;
  - Ability to define problems, collect data, establish facts, and draw valid conclusions in context of raising support for FH;
  - Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists;
  - Ability to rapidly prioritize effectively;
  - Intuitive and able to show independent thinking and self-starting abilities;
  - Interpersonal skills;
  - Advanced skills required to be able to manage stress involved in meeting goals and deadlines, unexpected and abrupt mental shifts required to accomplish donor relationship demands;
  - Confidence and competence in high level financial negotiations and a history of securing five, six and seven figure gifts;
  - Advanced skills required in ability to utilize state-of-the-art technology in communications to enhance opportunities in donor communication, CRM function, etc.;
  - Knowledge of evangelical doctrines and profiles;
  - Ability to lift up to 25 pounds above shoulder height;
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- Ability to travel 50-60% of the time per year in the US and internationally, to insecure countries or locations.
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### Experience

- No less than 5-7 years' experience in Planned and Major Gift work
  - Non-profit ministry experience a plus.
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### Education/Certifications

- Bachelor's degree or Masters' degree from a four-year college or university or equivalent combination of education and experience.
  - CFRE preferred.
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### Language

Proficiency in spoken and written English. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

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### Safeguarding Policy

FH strives to provide an environment free from sexual exploitation and abuse and harassment in all places where relief and development programs are implemented. FH holds a zero-tolerance policy against sexual exploitation and abuse and harassment. FH expects its employees to maintain high ethical standards, protect organizational integrity and reputation, and ensure that FH work is carried out in honest and fair methods, in alignment with the FH Heartbeat and safeguarding and associated policies. Violations to stated policies will be subject to corrective action up to and including termination of employment.

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### Benefits/Salary/How to Apply:

Benefits are as follows:

- Medical, dental, vision – employee benefits paid
- 401K with up to 4% employer match
- 11 paid holidays
- Flexible Telecommute policy
- You get your birthday off paid

Salary Range: \$87 -- \$104,000

To apply, please visit <https://www.fh.org/about/careers/>