



POSITION TITLE: Regional Major Gift Officer
DEPARTMENT: Development and Membership
LOCATION(S): Mid-Atlantic states
REPORTS TO: Vice President of Development and Membership

PRIMARY OBJECTIVE: To increase revenue for Bread for the World (Bread) and Bread for the World Institute (Institute) by developing relationships with current donors and prospects and through the solicitation of major and planned gifts.

PRIMARY RESPONSIBILITIES/ACTIVITIES

1. Cultivates a prospect portfolio of approximately 150 current donors including individuals, family foundations and companies. (major gift officers share responsibilities for raising a total of \$2.0 million or an average of \$.4 million each and are accountable for achievement of these income targets, including giving the Leadership and Major Giving Manager data to guide budget targets.)
2. Visits with major donors and prospects in the assigned region, with a primary focus on assigned region.
3. Promotes major gifts fundraising throughout the organization, collaborating with staff, volunteers and Board members.
4. Collaborates with the Development team to build the case for support and develop proposals for Bread and the Institute that can be utilized in written material, presentations, and conversations with individuals, groups, and private foundations; identifies risk factors with potential to disrupt achievement of target revenues.
5. Cultivates all new and current donors in the Region making single gifts \$1,000+; stock gifts and/or a Legacy gift commitment through personal contact within 5 business days of gift notification.
6. Initiates and collaborates with Bread's regional staff around briefings and regional events for major donors. Represents Bread and the Institute on occasion in public forums and speaking engagements.
7. Maintains and updates donor records on Raiser's Edge (i.e., constituency database) and researches opportunities and trends in giving.

8. Participates with the full range of Bread and the Institute's development activities, including strategy development, goal setting, staff meetings, estimates of giving for the calendar year or following year (as part of the department's budget planning), and other departmental responsibilities as may arise.
9. Plays a lead role in coordinating donor events and/or Gala in concert with the local advisory committees.
10. Completes administrative requirements such as timesheets, performance evaluations, and corporate credit card reports in an accurate and timely manner.

SECONDARY RESPONSIBILITIES/ACTIVITIES:

Represents the Department on assigned task forces and committees and other project groups as assigned.

SUPERVISION EXERCISED (if applicable):

Volunteers, College and High School interns

SKILLS/KNOWLEDGE REQUIRED:

- BA or BS degree required.
- Proven successful major donor fund-raising experience with minimum 3-5 years of experience in prospect identification, cultivation and solicitation or other relevant experience.
- Ability to relate easily to donors, potential donors, foundation personnel, and CEO-level persons, requiring a high degree of diplomacy and tact and the ability to address substantive issues or escalate concerns to executive management.
- Excellent organizational, communication and interpersonal skills (written, oral, and electronic).
- Understanding of 501(c)3 and 501(c)4 restrictions
- Knowledgeable about moves management and general fundraising strategies; applies judgment to determine a variety of approaches to different major donors to achieve goals regarding number of contacts (i.e., "touches") outlined in the annual work plan.
- Ability to develop appropriate proposals for major donor/family foundation consideration
- Ability to work independently as up to 40% of performance and outcomes are typically subject to broad organizational review and up to 60% are subject to executive management review
- Experience working with diverse groups, including ability to reach across racial, ethnic, generational, socioeconomic and denominational lines

- Ability to articulate Bread's Christian messages in an authentic manner
- Ability to write and speak English fluently
- Working knowledge of Microsoft Office Suite and the use of a constituent database; familiarity with Raiser's Edge is preferred
- Understanding of domestic hunger and international hunger issues and the role of advocacy in ending hunger is a plus

WORK ENVIRONMENT ISSUES:

- 50% minimum travel
- This position is based in the Mid-Atlantic states (a geographic region is specified for each major gift officer) within one hour of a major airport.
- Valid Driver's License and driving history that is consistent with the ability to be insured at an affordable, "safe driver" rate (Determined at Bread's discretion)
- Must be able to work productively from home.

DISCLAIMER:

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

HOW TO APPLY: If you are interested in applying, please apply use the link below:

https://workforcenow.adp.com/jobs/apply/posting.html?client=breadforth&jobId=92115&lang=en_US&source=CC3. Bread is an EOE.

Bread for the World is a collective Christian voice urging our nation's decision makers to end hunger at home and abroad. By changing policies, programs and conditions that allow hunger and poverty to persist, we provide help and opportunity far beyond the communities in which we live.

Bread for the World Institute provides policy analysis on hunger and strategies to end it.