



Urging our nation's leaders to end hunger

## JOIN OUR TALENT COMMUNITY

### Mid-Level Gifts Officer

Full Time Regular

DC, Washington, DC, US

Requisition ID: 1048

### Salary Range:

50,700.00 To 65,900.00 (USD) Annually

*Please be sure to upload your cover letter and resume when applying online.*

**DEPARTMENT:** Development and Membership

**REPORTS TO:** Vice President for Development

**PRIMARY OBJECTIVE:** To manage a portfolio of 500-600 mid-level donors giving on an annual basis in the range of \$500-\$2500 from individual donors and churches. Duties for the Mid-Level Gifts Officer will include establishing and maintaining a midlevel donor program and stewarding a portfolio of prospects & donors; and other duties as assigned.

This position is fast-paced, dynamic and integral to the smooth operation of our organization. The ideal candidate for this role should possess strong communication skills, excellent networking abilities, and time management skills. He or she should be detail-oriented, able to juggle multiple priorities and projects, and work to ensure delivery of high-quality donor services.

### PRIMARY RESPONSIBILITIES/ACTIVITIES:

1. Initiate research and analyze past giving patterns to develop a segment/pipeline of high-value midlevel donor portfolio of 500-600 mid-level giving units with the capacity to increase their giving and engagement using donor profiles and behavioral metrics.
2. Develop personalized digital engagement and direct marketing strategies, tailored to the midlevel donor audience, including thank you calls and emails, letters, special invitations, follow up to survey responses, lift notes, progress reports and other activities.
3. Lead the messaging development, design, and processes for midlevel donor communications, and coordinate as needed across the Development team. Collaborate closely with the Membership and Major Gifts teams.
4. Maintain up-to-date records in the database of donor engagement and moves management.
5. Work with major gift officers to transition donors who reach a certain threshold to the major gift officers' portfolios.
6. Other duties as assigned.

### SUPERVISION EXERCISED:

None.

## **SKILLS/KNOWLEDGE REQUIRED:**

- College degree or equivalent work experience and three to five years' experience in donor relations/donor services, midlevel giving, or major donor experience in either a marketing or fundraising environment.
- Proven track record of working in an external-facing role and knowledge of customer service practices.
- Strong analytical skills and attention to detail, including the ability to conduct research and analyses of multiple factors related to constituent engagement and to make data-driven recommendations and decisions.
- Excellent interpersonal, presentation, and persuasive skills both written and oral.
- Self-starter that enjoys calling donors, developing relationships, and soliciting donations. Comfort in "cold calling".
- Ability to develop collaborative relationships internally and externally which require a high degree of diplomacy and judgment to address and resolve substantive conflicts or escalate concerns to executive management.
- Strong computer skills, including proficiency in MS Office Suite, database software and Internet research.
- Experience working with donor database or CRM systems. Knowledge of Raiser's Edge preferred.
- Familiarity with Christian faith perspective and advocacy to end hunger desirable.

## **WORK ENVIRONMENT ISSUES:**

Occasional travel may be needed.

## **LOCATION:**

Preference will be given to candidates located in the Washington, DC metro area, however exceptional candidates outside of the metro region will be considered.

## **CULTURAL EXPRESSIONS:**

Bread is committed to advancing racial equity externally and internally, all staff members play a vital role. In the course of our work, each staff person should work to apply a racial equity lens to their work and practices; and participate in racial equity on-going training. Bread is also committed to being an equal opportunity employer. Bread does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, military status, in any of its activities or operations.

## **DISCLAIMER:**

Background and reference checks will be conducted on all final candidates. 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, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

## **WHO WE ARE:**

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 at home and far beyond where we live. We can end hunger in our time. But churches and charities can't do it all. Our government must also do its part. With the stroke of a pen, policies are made that redirect millions of dollars and affect millions of lives. By making our voices heard in Congress, we make our nation's laws fairer and more compassionate. We leverage big changes for people in our country and around the world who struggle with hunger.

## **WHAT WE DO:**

Bread equips people to write personal letters and emails, meet with their members of Congress, and to work with others to end hunger. Working through churches, campuses, and other organizations, we engage people in organized advocacy. Each year, Bread invites churches across the country to take up an Offering of Letters to Congress on legislation that impacts hungry and poor people. We organize advocacy campaigns to pass or block federal legislation that will help end hunger and poverty. Bread works in a bipartisan way. Our network of thousands of individual members, churches, and denominations is active in every congressional district. We speak the truth to power with a moral and Christian voice and at the right time. And together, we are building the political will to end hunger and poverty.

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