Job Title: Gift Officer and Annual Fund Leader
Department: Development
Reports to: Director of Development
Status: Fulltime Exempt

SUMMARY

The primary purpose of this position is to cultivate donor relationships in order to secure annual gifts from a variety of donors: CRCNA members; alumni/ae; other denominational friends. Personal portfolio management (up to 100 donors) as well as annual fund leadership are the two essential strategies employed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Manage a portfolio of primary prospects and donors in Western Michigan, California and other assigned territories, growing successful relationships with prospective donors. Portfolio shall be approximately 100 relationships with annual gift capacity of $2500 - $20,000.

2. Skillfully and faithfully apply critical steps in gift cycle for each donor relationship:
   - Initiate contacts with potential donors.
   - Develop appropriate cultivation strategies for them.
   - Move potential donors in an appropriate and timely fashion toward solicitation and closure.
   - Make solicitations alone or with DOD and / or President.
   - Maintain stewardship contacts with donors that express pervasive and deep gratitude.

3. Travel through each assigned territory at least twice a year, requiring approximately three days per month of overnight travel outside of Western Michigan. These face-to-face visits and donor events will ensure strong and continuous relationships.

4. Define, implement, and ensure successful Annual Formation Fund strategies to achieve the revenue goals of the development team.
   - Direct mail solicitations of active donors
   - LYBUNT and SYBUNT call programs
   - New donor solicitation (prospecting)
   - Contribute to a robust and comprehensive annual communications calendar

5. Assist the Development team in identifying donors with untapped capacity to support Calvin Seminary and present key giving opportunities attuned to their life circumstances, like estate planning; Legacy Society; major capital gifts; etc.

6. Help to build and become a continuous improvement development team and assist with departmental projects as time and abilities allow.

7. Be a beacon of donor development “best practice;” adhere to the highest ethical standards; demonstrate perseverance; reflect optimistic and positive attitude; and convey sensitivity to needs of the donors.

8. Other duties as assigned to assist the Development department and Calvin Seminary.
SUPERVISORY RESPONSIBILITIES

Occasional supervision of student workers.

QUALIFICATIONS

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and ability required.

EDUCATION and EXPERIENCE

This position requires a bachelor’s degree from a four-year college or university. One to three years of previous experience demonstrating the capacity for building relationships within a development office setting is preferred. Successful experience in making cold calls as well as developing cultivation and solicitation strategies is desired.

COMMUNICATION SKILLS

This position requires clear written and oral communication with prospective and current donors. A good ability to understand the needs and interests of donors in order to develop strategic giving relationships. This individual must handle confidential information with integrity.

OTHER SKILLS AND ABILITIES

1. Natural aptitude for hospitality.
2. Effective interpersonal and public relations skills; able to ask for sizeable gifts to sustain the mission of Calvin Seminary as well as to pray with donors in the context of an ongoing relationship.
3. Winsome listener and encourager.
4. High level of organization and accuracy.
5. Creativity and energy.
6. Flexibility and ability to manage and complete tasks.
7. Ability to self-manage and work independently.
8. Use of digital tools at above average level of skill mastery in such platforms as Microsoft Office Suite; Donor database such as Raiser’s Edge; social media.

PERSONAL INTEGRITY

This position requires a person of unquestioned personal integrity demonstrated by honesty in word and deed, supportive teamwork, and ability to keep sensitive matters confidential. Additionally, because Calvin Seminary is the denominational seminary of the Christian Reformed Church in North America, deeply rooted in the Reformed tradition, the person must be familiar with and respect the Christian Reformed Church in North America and her constituencies. A vibrant Christian faith and active church membership are essential.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The work in this position is performed within routine office conditions, usually without exposure to hazardous or unpleasant conditions. The position will also require some light lifting, and will require out of town travel. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.