



*Florida Baptist Children's | One More Child
is an equal opportunity employer.*

JOB DESCRIPTION: DIRECTOR OF MAJOR GIFTS

Department:	Development
Reports To:	Vice President of Development
Recruited By:	Vice President of Development
Approved By:	Vice President of Development
Organizational Unit:	Headquarters
Status:	Full-Time
Classification:	Exempt

JOB SUMMARY

The Director of Major Gifts is responsible for the strategic direction and management of key donors and fundraising initiatives essential to developing, expanding and stewarding major philanthropic support for FBCH and One More Child. The director has occasional contact with members and/or spouses of the Board, and frequent contact with major donors/prospects to the organization.

ESSENTIAL DUTIES AND FUNCTIONS

1. Ensures that major gift and endowment development activities and philanthropic support are based on the organizations strategic goals, objectives and future plans.
2. Responsible for planning and implementation of major gift programs and strategies to ensure fulfillment of funding goals including building and maintaining a major gift portfolio and cultivating and soliciting major and endowment gifts from individuals and family/corporate foundations.
3. Maintains collaborative relationships with executive and regional leadership to maximize fundraising effectiveness.
4. Develops an atmosphere conducive to major giving that supports the funding priorities of the organization.
5. Coordinates major gift prospect assignment/clearance through moves management meetings.
6. Assists with the strategic planning and preparation of funding proposals, fundraising materials, and other presentations.
7. Articulates the funding priorities for FBCH and One More Child with individuals and during speaking engagements before larger audiences.
8. Coordinates the campaign activity in support of their campus(es) with campus leadership.
9. Seek and identify new prospects capable of contributing gifts and pledges at and above the major gift level.
10. Develops donor communication tools for cultivation, recognition, stewardship and solicitation.
11. Maintains personal and professional growth and development through seminars, webinars, workshops, books, software, publications and professional affiliations to keep current with legal issues and the latest trends in the field of fundraising.
12. Participates actively to assure compliance in assigned areas of responsibility.
13. Plays a significant role in the communication strategies with donors and prospects.
14. Demonstrates excellent communication skills.

15. Is highly motivated, organized, displays sound/mature judgment and integrity.
16. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

- Bachelor's degree required, Master's degree desired
- Successful fund raising track record or willingness to complete training in the field of fund raising
- Desire to do additional systematic self-study to upgrade knowledge and skills in development field
- Experience in public speaking and program presentations
- Good working experience in relation to individuals, church groups and staff
- Demonstration of leadership skills

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

- Ability to build effective professional working relationships internally and externally.
- Effective communication skills, both oral and written; attention to detail, and ability to multi-task and stay organized under tight deadlines.
- Presents him or herself outside the agency in a manner in keeping with the firm's core values and guiding principles.
- Ability to maintain confidential information.
- Ability to multi-task.
- Ability to understand and follow oral and written instructions, meet deadlines, and work independently.
- Ability to solve daily problems by analyzing situations, determining next step and implementing.
- Ability to comprehend and process information rapidly and accurately.
- Skills in effectively organizing work, files, records, etc., to maintain efficient work flow.
- General knowledge of standard office practices and office equipment.

SPIRITUAL QUALIFICATIONS



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- Must have had a personal conversion experience with Jesus Christ and been scripturally baptized.
• Must have a sense of commitment to ministry through vocation.
• Possess a sincere desire to seek God and His kingdom.
• Demonstrate personal and devotional habits and practices such as Bible study, prayer and daily meditation.
• Accept the Baptist Faith and Message Statement (2000). Be familiar with the general theological beliefs of Southern Baptists.
• Be a member of a New Testament, evangelical Church in the local community and attend regularly.
• Engage in witness activities as a normal part of life.

PHYSICAL DEMANDS

These physical requirements are not exhaustive and FBCH may add additional job-related physical demands to these if the need arises. Corrective devices may be used to meet these physical requirements.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel. The employee is occasionally required to walk and reach with hands and arms. Specific vision abilities required by this job include close vision.

This job requires the ability to work in stressful conditions from time to time and remain focused for extended periods of time. The ability to lift up to 30 pounds (boxes, documents, and or computer equipment).

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job functions are performed in a normal office environment. Minimal travel is expected.

I understand this job description is not intended to be an "all-inclusive" list of the requirements of this position, but to describe the general nature of the job and a reasonable representation of its activities. I also understand that additional related responsibilities may be identified by the company and listed as such in my performance appraisal.

Print Name: _____ Signed: _____ Dated: _____