



509 S Kentucky Ave
Evansville, IN 47714
(812) 423-9222

Donor Relationship Officer

Evansville Christian Life Center

Reports to: Executive Director (ED)

Role Summary:

The Donor Relationship Officer is responsible for planning, coordinating, and implementing the individual major donor program to meet the organization's major gifts fundraising goals and build the individual donor base. Major gifts are defined as more intimate giving relationships typically giving or capacity to give over \$1000 per year or in singular giving levels. Typically focused on individual relationships but could be directed to corporate or foundation relationships if needed. This role involves direct solicitation of gifts and coordination of donor meetings with the Executive Director, Board of Directors, and Development staff.

Key Responsibilities:

- 1. Donor Engagement and Solicitation:**
 - o Work directly with donors and key stakeholders to enhance organizational capacity.
 - o Solicit gifts of \$1,000 or more and upgrade existing donors.
 - o Ensure quality communications follow all gifts to provide thanks and documentation to donors within 48 hours.
- 2. Collaboration and Support:**
 - o Collaborate closely with the Executive Director and Development staff to support and steward key stakeholders.
 - o Provide direct support to the ED for major donor-related responsibilities.
 - o Lead recruitment efforts (working prospect lists provided by board members current & past) in conjunction with the ED.
- 3. Independent Initiative:**
 - o Take initiative and work independently while providing regular updates to the Executive Director and Development team as needed.
- 4. Donor Management and Reporting:**
 - o Maintain prospect lists, donor systems, and dashboards to track progress of those defined in the Major Gift assigned portfolio.

- o Build a pipeline of supporters and advocates not previously identified, focusing on potential major gift donors (\$1,000+).
 - o Track and report on the progress of the major gifts program throughout the year.
5. **Prospect Development:**
- o Identify, research, and qualify prospective major donors.
 - o Develop portfolios of prospects for cultivation and solicitation by the ED and MGO.
 - o Move potential donors toward solicitation and closure.
6. **Administrative Coordination:**
- o Assist in the development of goals and strategies for the major donor program.
 - o Participate in donor cultivation activities via phone, text, email, mail and/or face to face.
 - o Coordinate with the ED and Board to develop prospects and schedule donor meetings.

Qualifications:

- Proven experience in fundraising.
- Strong interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Experience in using donor management systems and tracking tools.
- Demonstrated ability to cultivate and solicit major gifts.

Work Environment:

- This position is integral to the function of the organization and requires a proactive, organized, and detail-oriented individual who can work both independently and collaboratively to achieve the organization's major gift fundraising goals.

The Donor Relationship Officer plays a critical role in advancing the mission of the organization through strategic donor engagement and fundraising efforts. This position requires a proactive, organized, and detail-oriented individual who can work both independently and collaboratively to achieve the organization's major gift fundraising goals.

Consent/Acceptance Clause:

I have read and understand the above-mentioned qualifications and requirements for this job position. I meet or exceed the qualifications outlined in this job description. I am willing to carry out these specifications according to the Evansville Christian Life Center policies and procedures.

Employee Signature

Date