



Director of Donor Relations (Major Gifts)

Position Title: Regional Director of Donor Relations **Office:** Care Net, or remote
Department: Major Donors and Foundations
Reports To: Executive Director of Donor Relations **Exempt/Non-Exempt:**
Exempt
Direct Reports: None

Position Focus

Reporting to the Executive of Donor Relations, the Regional Director of Donor Relations (*Major Gifts Officer*) is responsible for managing the cultivation, solicitation, and stewarding of a portfolio of individual and foundation donors, within an assigned geographic territory, who give \$2,500 or more annually. The Regional Director of Donor Relations will work closely with the Executive of Donor Relations and the Development team to promote the acquisition of major gifts. He or she will be an individual with a rich fundraising, direct sales, business development background, who has had progressive and successful experience in their career.

This position requires the ability to participate in all aspects of the gift cycle: (1) to initiate contacts with potential and current donors; (2) to develop appropriate cultivation strategies for them; (3) to move potential and current donors in an appropriate and timely fashion toward solicitation and closure; (4) to make solicitations; (5) to maintain stewardship contacts with donors. The skills of the Regional Director of Donor Relations must include the ability to initiate, analyze, monitor, evaluate and alter strategic advancement plans and articulate the case for support so that individual donors understand and make an investment in the vision, mission and strategic initiatives of Care Net.

The Regional Director of Donor Relations must be a leader who is able to be a team member while working independently and delivering measurable, cost-effective results. Importantly, the Regional Director of Donor Relations will have the professionalism, skills, sensitivity, and personal confidence to represent Care Net internally and to the public. This position helps carry out our Christian organization's mission, vision, and strategies -- and personifies the ministry of Care Net by witnessing Christ and ministering to others through life, deed, word and sign.

Core Responsibilities

- Directly responsible for the cultivation and solicitation of a portfolio of major gift prospects and current donors, as designated by the Executive of Donor Relations.
- Handles a specified caseload of individual donors, including communications with such donors, relationship management and contribution generation.
- Develops and proposes strategies for solicitation of major gifts, including determining ongoing relationships with prospects/donors; recommending specific purpose and level of gift; identifying appropriate Care Net staff to be involved in cultivation and subsequent solicitation; assuring that solicitations are carried out.
- Researches donor prospects and prepares solicitation plans and proposals for meetings with individual donors. Participates in in-person meetings with individuals as a representative of Care Net, in many cases the sole representative. Requests participation of the Executive Director of Donor Relations, the VP of Donor Relations, the President/CEO and other staff members in meetings with individual donors as needed.

- Understands and can clearly articulate in written and oral communications the organization's vision, mission, strategic direction and scope, and seeks alignment of these with each donor's philanthropic interests.
- Assists the VP of Development in the creation and implementation of the fundraising strategy for major donors in order to achieve budgeted contribution growth and help sustain Care Net in the fulfillment of its mission and vision.
- **Conference and other Events**
 - Travels within assigned geographic territory to meet with prospect and current donors; donor travel approximately 20-25% of time.
 - Travels to and participates in the Care Net National Conference and other events, meetings, speaking engagements, and other activities as Care Net's representative.
- **Other Duties As Assigned**

Requirements:

- Is a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
- Keeps Christ central in their individual and corporate lives. Attends and participates in the leadership of daily staff devotions and regular prayer.
- Possesses a strong commitment and dedication to evangelism, the pro-life position, and the sanctity of the family.
- Bachelor's degree and five or more years' work experience. Experience in direct sales, business development, or major gifts fundraising is required.
- Ability to use existing technology to achieve desired results. Understanding of and ability to work with Customer Relationship Management (CRM) systems.
- Successful experience in managing and tracking multiple prospects and donors.
- Knowledge of current trends in charitable giving.
- Successful experience in asking for and closing major gifts of \$10,000 or more and building and maintaining long-term relationships with fundraising constituents such as individual donors.
- Ability to inspire, motivate, and marshal resources. Strong interpersonal skills, including ability to positively influence and persuade.
- Is an individual of high integrity.
- Has strong organizational, program, written and oral skills, including public speaking; research and strong interpersonal communications skills.
- Is computer literate with particular expertise in Microsoft Word, Excel, PowerPoint, and Google applications, including Gmail, Google Calendar, Google Drive, Google Docs, Google sheets
- Has the ability to work with a diversity of cultures and Christian denominations, backgrounds, and traditions.
- Has the ability to travel, including travel 20-25% of the time, and to the Care Net National Conference (annual event).
- Agrees with and upholds Care Net's Statement of Faith, Core Values, Mission and Vision

To apply: Please send a cover letter and resume to Kathy LoBuglio, VP of Donor Relations, at klobuglio@care-net.org. Ensure that the cover letter focuses on why you'd like to work for Care Net, along with your technical qualifications. No phone calls please.

Prepared By: Kathy LoBuglio, VP of Donor Relations

Updated December 17, 2021