

Charlotte Rescue Mission

Changing Lives by God's Grace

Job Description

Job Title: Philanthropy Officer
Department: Advancement
Reports To: Chief Advancement Officer
FLSA Status: Exempt, Salary
Date: May 16, 2024
Driver: Personal vehicle Yes X No _____
CRM vehicle Yes X No _____

Summary

Charlotte Rescue Mission is a faith-based, Christian, residential, addiction recovery program. The Philanthropy Officer will have primary responsibility for identifying, cultivating, soliciting, and stewarding individual donor prospects for yearly operating support, capital projects, and special campaigns. This position will work closely with the Chief Advancement Officer to coordinate strategy for major donors. This position requires some evening and weekend work to attend functions and accommodate donor availability in scheduling appointments. This position will be engaged daily with donors.

Essential Duties and Responsibilities

- Active management of a prospect portfolio with design and implementation of strategies for the engagement, cultivation, solicitation, and stewardship of these prospects.
- Manage portfolio of 150-175 prospects to meet annual personal visit and fund raising goals.
- Make at least 120 personal visits annually with prospects and donors. In addition, frequent phone and email communication with prospects and donors is expected. Maintain record of donor contacts through the Virtuous CRM platform.
- Identify new prospective donors via referrals, research, and collaboration with Advancement partners.
- Collaborate with peer fund raisers and Advancement partners to ensure appropriate management of donors, prospects, and volunteers in coordination with Charlotte Rescue Mission objectives.
- Be responsible for specific fundraising initiatives that may arise to address a particular priority or opportunity for the Mission.
- Provide staffing support which may include public speaking for Charlotte Rescue Mission program and special events.
- Assist the donor relations team in processing of mail during extremely heavy volume time periods.
- Attend staff meetings.
- Other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge: Associate’s degree preferred.
- Experience: Minimum two (2) years of experience in fundraising, development, and/or non-profit management preferred. Transferable professional work experience strongly considered.
- Skills: Strong oral and written communication skills
Ability to collaborate effectively with colleagues
Self-directed, motivated, and organized
High professional standards are required with an understanding of donor confidentiality
Proficient in Microsoft Windows work environment, Microsoft Office
Knowledge of Virtuous, Raiser’s Edge, or similar CRM database preferred
- Ability: Must be able to spend the majority of time sitting, speaking, listening, and/or writing
Must be able to lift 40 pounds

Christian Witness

Charlotte Rescue Mission maintains a Christian working environment as a Christ-centered residential drug and alcohol recovery program where integrity, honesty, concern for others and good team relations play a critical role in the success of the ministry. All employees are expected to share their personal hope of Christ with those they come in contact with in thought, word and deed.

Job descriptions are intended to identify the key qualifications, responsibilities and types of duties expected on the job. The job description at the Charlotte Rescue Mission is not intended to be a description of all possible duties, responsibilities or requirements that may be present or encountered in any particular job assignment.

Employee Name (print): _____

Employee Signature: _____ Date: _____

Supervisor Name (print): _____

Supervisor Signature: _____ Date: _____