|  |  |
| --- | --- |
| **DEPARTMENT:**  Philanthropy | **REPORTS TO:**  Chief Philanthropy Officer |
| **FLSA:** Exempt | **LAST REVISED**: April 2023 |

**ROOF ABOVE**

Roof Above is NC’s most comprehensive homeless service provider.  Our mission is to unite our community to end homelessness, one life at a time.  Focusing on individuals experiencing homelessness, Roof Above offers everything from street outreach to shelter to Rapid Rehousing to Permanent Supportive Housing. Roof Above’s services and programs reach over 1,300 individuals every day across nine campuses in Charlotte).  Roof Above was born through the merger of Urban Ministry Center and Men’s Shelter of Charlotte in 2019.

**POSITION SUMMARY** The Senior Development Officer for Roof Above is a senior member of the Philanthropy Team, reporting to the Chief Philanthropy Officer. The SDO for Individual Giving will work closely with the Philanthropy Team to create and manage all aspects of a comprehensive and strategic annual giving campaign with a focus on building and stewarding new and existing relationships with individuals. The SDO is also directly responsible for leadership of individual donor cultivation and stewardship events including Lunch and Learns and donor gatherings. The successful candidate will achieve success by working collaboratively with members of the philanthropy team, board members, and volunteers.

**SUPERVISION RESPONSIBILTY: N/A**

**ESSENTIAL FUNCTIONS**

* In close collaboration with the CEO and the Chief Philanthropy Officer operationalizes individual donor engagement strategies to strengthen and grow support for Roof Above
* Manage a portfolio of individual donors
* Work closely with Philanthropy Leadership team to develop donor-driven strategies to guide annual fund cultivation, solicitation, and stewardship activities that work to support a pipeline of major gift prospects for next level of giving
* Work closely with the Philanthropy Operations and Stewardship Team and the Volunteer Team to create and operationalize donor journeys for individual segments so that donors are given opportunities to engage deeply in the work of Roof Above
* Solidify individual donor engagement and Table Hosts for annual fundraising event, True Blessings
* Identify and cultivate new potential new relationships with individuals to increase support for Roof Above
* Deep commitment to Roof Above core values

**OTHER RESPONSIBILITIES**

* Support other areas of Philanthropy Team as needed
* Work collaboratively with other teams across the organization
* Perform other duties as assigned.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED**

* Four- six years of development experience in fundraising or related field
* Bachelor’s level college degree required
* Strong collaborator and team player
* Ability to manage multiple projects and priorities
* Strong verbal communication skills and comfort level with making donor phone calls
* Excellent written communication skills
* Strong proponent in and belief in “relational” fundraising

**PROGRAM OVERVIEW**

The Roof Above Philanthropy Team is responsible for securing resources for the organization. We provide the community with opportunities for engagement through donating, volunteering, education and advocacy.

**WORKING ENVIRONMENT**

* Position requires the employee to be on-site most days
* Position is located at Roof Above’s Day Services Center

**OTHER REQUIREMENTS**

* Must be willing to work in the evenings and on the weekend as needed

**OUR VALUES:**

**Heart for the Work**

* We choose this work and embrace this place.
* We practice radical compassion.
* We each do our unique part to end homelessness.

**Solution-Oriented**

* Grounding ourselves in what we know, we imagine what is possible.
* We are intentional about getting the right people involved and we move towards effective action.
* We are exhaustive in our search for solutions.

**Bring Our Best**

* We practice self-care, self-awareness, and safety.
* We recognize what we need to let go of to move forward.
* We exercise diligence and grit.

**Value Others**

* We honor the profound worth of each life and our work reflects it.
* We meet people where they are and approach others with genuine curiosity.
* We know we can’t do it alone.  We are stronger and smarter together.

*Roof Above is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees*

|  |  |  |
| --- | --- | --- |
| HR Approval: Tamacia Bing, PHR | Title: VP, Human Resources | Date: August 12, 2022 |
| Manager Name: | Title: | Date: |

I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change on a temporary or regular basis according to the needs of my location or department and if so I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the HR staff.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name Employee Signature Date

|  |
| --- |
| Disclaimer: This job description is not a contract of employment, and the employer reserves the right to revise at any time. |