



Philanthropy Officer

ABOUT THE ORGANIZATION Do you want to join a world leader among missions that provide for the poor, restore the addicted, and eliminate homelessness?

Los Angeles Mission exists to provide **help, hope and opportunity** to men, women, and children in need. Join us and help transform lives.

We offer services to those in need in love, by offering hope, mercy, and compassion. Our organization exhibits strong Christian discipleship, equipping, and training, and we help people overcome addictions through prayer, medical treatment, and deep, abiding, healthy relationships. We are at work in the community assisting people in overcoming homelessness with personal healing, educational assistance, housing, and employment.

Los Angeles Mission is looking for candidates who want to join an organization making immediate and long-lasting impacts in our community, and who are dedicated to touching the lives of those around us.

DESCRIPTION

Department: Development

Reports To: VP of Fund Development & Donor Relations

FLSA Status: Regular, Full Time, Exempt

Location: Los Angeles, CA

Salary: \$70,000-\$85,000 + bonus opportunity and commensurate with experience.

Application: Apply online at:

<https://losangelesmission.org/get-involved/job-opportunities/>

SUMMARY:

Los Angeles Mission strives to be a world leader among Missions that provide for the poor, restore the addicted, and eliminate homelessness.

We believe that everyone is a spiritual person of worth and dignity. Our vision is for individuals and families to be set free from addictions and homelessness, transformed by God to become physically and spiritually healthy; educationally equipped to participate in society and sustain housing, and encouraged to create relationships of love and service to others. We seek to help those who have been abused and neglected to find a better life. We strive to help those who have become addicted to understand their addictions, to expect physical healing, and to live in ways that are healthy to soul, mind, and body.

The people who work at the Los Angeles Mission demonstrate Christ-like behavior in all areas of job duties and responsibilities. It is a calling to work at the Mission. And the people who answer it are fulfilled.

Utilizing a biblically sound approach, the Philanthropy Officer will be responsible for the development and management of a major gifts portfolio within assigned geographic area. This individual will identify, cultivate, solicit, and steward donor relationships in collaboration with the development department, volunteers, and board members. Relationships might include corporate leaders, foundations, current and prospective donors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible for the development and management of a major gift portfolio. Through effective portfolio management, qualified donors capable of giving \$10k+ will be cultivated and stewarded with donor retention upgrade strategies.

1. Manage a portfolio of 125 -150 donors. Create and execute a moves management plan for each qualified donor with thoughtfulness, taking into consideration the donor's passion.
2. Work with Development leadership, Mission Operations, and Mission communications team to secure appropriate project information, including budgets and program content, to create proposals and execute solicitations.
3. Record and submit monthly reports to management that accurately reflect caseload activity and performance.
4. Hold a minimum of 150 face-to-face visits with major gift prospects and submit a minimum of 50 high net-worth individuals, corporate, and/or foundation proposals.
5. Develop a plan to secure \$1,000,000 - \$1,500,000+ in major gifts from existing major donors, high net-worth individuals, corporations and/or foundations.
6. Coordinate the cultivation, solicitation, and stewardship of donors giving at \$10k +