



[To Apply Click on Link](#)

Gift Officer

FLSA Status: EXEMPT

Reports to: Chief Development Officer

Manage others: No

Effective Date: 08/11/2026

Salary Range: \$52,000-\$70,000

THE POSITION:

The Gift Officer is a frontline fundraiser responsible for cultivating and stewarding relationships with individual and corporate donors, supporters, and key stakeholders to advance EverHope's mission and secure philanthropic support. This role manages a strategic portfolio, develops strategies to grow giving, and executes fundraising activities that drive revenue and engagement.

Each Gift Officer also serves as the fundraising lead for one of EverHope's signature events, owning fundraising strategy, donor cultivation and stewardship, sponsorships, and contributed revenue goals. The Gift Officer works closely with the Development team and senior leadership to implement comprehensive fundraising strategies while ensuring a high-quality donor experience.

Key Responsibilities (may include, but not limited to):

- Manage a strategic portfolio of current and prospective individual and corporate donors, developing and executing individualized strategies for identification, qualification, cultivation, solicitation, stewardship, renewal, and upgrade.
- Build meaningful donor relationships through face-to-face meetings, calls, personalized communications, events, and other engagement opportunities that deepen connection and increase giving overtime.
- Solicit philanthropic gifts, corporate contributions, and sponsorships in support of EverHope's mission, programs, and strategic priorities.
- Identify and qualify new prospective donors and funding partners in collaboration with Development colleagues, organizational leadership, Board members, and community partners.
- Develop proposals, solicitation materials, sponsorship opportunities, presentations, gift agreements, and other donor facing communications.
- Serve as the fundraising lead for an assigned EverHope signature event, owning fundraising strategy, contributed revenue goals, sponsorships, and donor cultivation and stewardship before, during, and after the event.

- Leverage the assigned event to identify and cultivate prospects, deepen existing donor relationships, grow sponsorships, and create pathways for continued philanthropic engagement beyond the event.
- Collaborate with organizational leadership, Board members, committees, volunteers, and other relationship holders to advance donor relationships and fundraising opportunities.
- Create meaningful cultivation and stewardship opportunities that demonstrate impact, strengthen long term relationships, and move donors and other supporters toward deeper philanthropic engagement.
- Execute moves management strategies for assigned donors and prospects, advancing relationships through qualification, cultivation, solicitation, and stewardship while maintaining clear next steps and progress toward fundraising goals.
- Maintain accurate and timely donor records, contact reports, opportunities, proposals, commitments, and stewardship actions in the organization's CRM.
- Forecast expected revenue and regularly monitor and report progress toward portfolio and event fundraising goals.
- Collaborate across departments to connect donors with EverHope's mission and funding priorities while maintaining confidentiality, accountability, and professional fundraising standards.
- Other duties as assigned.

Level and Scope

Gift Officers may be hired at varying levels of experience and responsibility. Portfolio size, donor complexity, fundraising goals, solicitation expectations, and level of independence will be established based on the Gift Officer's experience and demonstrated fundraising performance.

Developing Gift Officers may initially manage less complex relationships and receive greater coaching and support, while experienced Gift Officers are expected to independently manage significant donor relationships, complex fundraising strategies, and larger philanthropic opportunities.

All Gift Officers are accountable for the same core outcomes: *building relationships, moving donors through the fundraising cycle, asking for support, stewarding philanthropic investment, managing a healthy portfolio, and achieving assigned fundraising goals.*

Minimum Qualifications:

- Bachelor's degree or equivalent professional experience.
- 2+ years of professional experience in fundraising, development, sales, business development, relationship management, or a related field.
- 21 years of age or older.
- Demonstrated ability to build and maintain professional relationships.
- Strong written and verbal communication skills.
- Experience managing multiple priorities and working toward measurable goals.
- Comfort engaging individuals and organizations in conversations about financial support.

Preferred Qualifications:

- Experience managing a donor or relationship portfolio.
- Experience cultivating, soliciting, and stewarding individual or corporate donors.
- Experience securing major gifts, corporate contributions, or sponsorships.
- Experience developing proposals, sponsorship materials, or donor presentations.
- Experience with fundraising events and event based donor cultivation.
- Experience working with Board members, volunteers, or fundraising committees.
- Experience with moves management, pipeline development, and fundraising forecasting.
- CFRE certification or other fundraising education or certification.

Working Conditions and Environment/Physical Demands

The demands described are representative of those that must be met by an individual to successfully perform the essential functions of this position.

- Tasks may involve walking, standing, climbing, bending, kneeling, crouching, and lifting for long periods of time.
- Ability to lift up to 50 pounds.
- Must pass all criminal history and child maltreatment background checks.
- Must submit to pre-employment a drug screen as well as random drug screens when directed.
- Valid driver's license, proof of personal automobile insurance, and acceptable driving record required to drive shelter vehicles for shelter business.
- Must maintain confidentiality and privacy regarding all Shelter residents' information in accordance with EverHope policy and all applicable Federal and state laws/regulations.
- Attend and participate in mandatory training, staff meetings, and all other events, as required.
- Set, maintain, and communicate appropriate personal and professional boundaries.
- Complete all required documentation in a timely manner per EverHope's procedures.

This position description is intended to describe the general nature and level of the work to be performed. This is not an exhaustive list of all duties and responsibilities associated with it. EverHope reserves the right to amend and change responsibilities to meet organizational needs.

EverHope is an Equal Opportunity Employer and all qualified candidates are encouraged to apply. EverHope offers excellent benefits and a competitive salary based on experience. For consideration, qualified candidates must submit a detailed resume.

Employee Name (printed)

Employee Signature

Date

HR Representative Signature

Date

August 11, 2026