



Leadership Giving Officer

Full Time Salaried

Providence, RI

Posted September 9, 2021

APPLY:

https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=457a0e35-d6c9-4aa0-bfb8-17c71df74b31&cclid=19000101_000001&jobId=416396&lang=en_US&source=CC4

*** Please include cover letter with application to be considered for selection

The Leadership Giving Officer reports to the Chief Philanthropy Officer and is responsible for design, development, and implementation of HopeHealth's individual giving program for mid-level, major and planned giving donors, with an emphasis on those donors who have potential to make annual gifts of \$10,000+, to reach maximum revenue potential for the organization. Responsibilities include establishment of a formal donor management program in Massachusetts and qualification, cultivation, solicitation, acknowledgment, and stewardship of HopeHealth's individual donors and prospects in both Massachusetts and Rhode Island. The Leadership Giving Officer works closely and collaboratively with the Chief Philanthropy Officer, Annual Giving and Database Manager, Special Events Manager, board members and other external stakeholders. Manager, Special Events Manager, board members and other external stakeholders. Salary range for this position is \$75,000 - \$90,000 DOE.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Develop strategy and manage processes to build relationships with donors and prospects who may have capacity to make annual gifts of \$5,000-\$10,000+, motivating them to maintain and increase their level of participation through targeted communication efforts and personal solicitation.
- Manage a blended portfolio of approximately 150 donors and prospects, planned giving donors and prospects, grateful family donors and event sponsors.
- Solicit annual gifts and multi-year commitments from individuals. Make direct solicitations and assist the board and other staff with solicitation (e.g., provide prospect briefs, strategic counsel, help with donor communications).
- Work across the department to support donor pipeline for upgrading donors.
- Qualify donor prospects to determine donors' interest in a deeper relationship with the organization.
- Work with department and communications staff to help develop donor-focused materials/collateral, including letters, appeals, social media posts and planned giving materials.
- Strategize, help execute and attend cultivation and stewardship events for donors and prospects.
- Manage end-of-year major donor appeal.
- Develop strategy for outreach to and stewardship of donor advised fund and planned giving prospects and donors.

- Manage planned giving website content, blog posts and occasional targeted mailings.
- Acknowledge donors through public and private recognition.
- Track and report on portfolio performance using key metrics.
- Support solicitation of special event donors and sponsors. Participate in day-of event activities, along with Philanthropy team.
- Participate with department staff in the development of annual planning.

QUALIFICATION REQUIREMENTS

- A proven fundraiser with a track record of closing five-figure gifts.
- Willingness to make cold calls to prospects
- A unique mix of confidence and compassion; a good listener. Many of our donors have lost a loved one
- Strong communication, interpersonal and writing skills.
- Strong organizational skills and attention to detail.
- Proficiency in database/CRM moves management, Microsoft Office Suite, experience with Raiser's Edge NXT a plus.
- Self-motivated with the ability to work independently, creatively and flexibly in a dynamic and fast-paced environment, while also participating as part of a collaborative team.
- High level of discretion and ethical approach to fundraising.
- Ability to work successfully within a strong system and process-based organizational structure.
- Strong alignment with HopeHealth's mission, an interest in end-of-life care and commitment to the principles of diversity, equity and inclusion.
- Flexibility to work occasional evenings and weekends.
- Ability to travel throughout the state of Rhode Island and southeastern Massachusetts (primarily Bristol County, MA and Norfolk County, MA)

EDUCATION and/or EXPERIENCE

Any combination of education and experience likely to provide the required knowledge, skills, and abilities, typically:

- Bachelor's degree required
- Three to five years' successful experience managing high-level donor relationships with demonstrated experience closing gifts of \$10,000 and above.