## Job Description

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<th>Job Details</th>
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<td><strong>Job Title</strong></td>
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### Summary

Do you want to work for a company where your work has meaning? At Father Joe’s Villages, we’re looking for compassionate, mission-driven individuals to join our team and help us end homelessness one life at a time. Our work is driven by our C.R.E.E.D which is the foundation for our interactions with clients, volunteers, other staff members and the community at large:

### Our Values

- **Compassion**- Concern for others and the desire to assist.
- **Respect**- An act of giving particular or special regard.
- **Empathy**- Understanding and being aware of and sensitive to the feelings, thoughts, and the experience of others without judgment.
- **Empowerment**- Helping others to help themselves.
- **Dignity**- All people are considered worthy of our esteem.

This position is charged with managing relationships and securing support from donors who are capable of making gifts of $5,000 and above.

### Essential Functions

- Manages relationships with prospective donors by identifying, soliciting, cultivating and stewarding their giving based on predetermined goals.
- Plans, makes and closes monthly “asks” based on annual budget projections and donor expectations.
- Secures a set of organization-wide priorities that articulate programs’ unrestricted support and capital needs.
- Establishes and maintains an institutional donor cultivation cycle that insures major donors are secured and advanced.
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Job Requirements
- Bachelor’s Degree in Communications, Business or English or equivalent experience.
- At least 5 years of fundraising experience securing and stewarding significant gifts with individual donors, corporate partners and/or third-party organizations/community partners.
- Possesses the proven ability to communicate complex information both orally and verbally in an easily understood manner.
- Intermediate user of MS Office.
- Intermediate user of donor software.
- Be at least 21 years of age with a minimum of 3 years of driving experience; possesses a valid California driver's license; and has no Class 1 or more than two Class 2 violations within the past 36 months.
- Participate in an annual Tuberculosis screening and/or other screenings when necessary. Reasonable accommodations may be granted where appropriate.

Work Environment
- Work is in a controlled environment and involves some exposure to moderate risk of accident.

Physical Demand
- Climbing: Ascending or descending ladders or stairs using feet and legs and/or hands and arms. Body agility is emphasized.
- Light Carrying/Lifting: Physically transporting, raising items from a lower to a higher position, or moving objects horizontally weighing less than 15 pounds from one location to another.
- Mobility Requirement: If essential, please describe for this job (ex. ability to get from one office location to another).
- Repetitive motion: Substantial movements of the wrists, hands, fingers, and/or upper body for sustained periods of time, including using extremities to drag, push, pull or grasp.
- Sitting: Particularly for sustained periods of time.
- Walking: Moving about on foot, particularly for long distances.
- Visual Requirement: If essential, please describe for this job (ex. able to see and read computer screens, detect color coding, etc.).

This job description is not designed to cover or contain a comprehensive listing of essential functions and job requirements that are required of the employee for this job. The essential functions and job requirements may change at any time with or without notice. An employee’s electronic approval constitutes an understanding of the essential functions and job requirements of the position.