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Mid-Level Gifts Officer

Full Time Regular
DC, Washington, DC, US

Today
Requisition ID: 1098
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Salary Range: \$55,000.00 To 70,000.00 Annually

DEPARTMENT: Development and Membership

REPORTS TO: Vice President for Development

Bread for the World is a Christian advocacy organization urging U.S. decision makers to do all they can to pursue a world without hunger. Our mission is to educate and equip people to advocate for policies and programs that can help end hunger in the U.S. and around the world.

PRIMARY OBJECTIVE: To manage a portfolio of about 600 mid-level donors giving on an annual basis in the range of \$1,000-\$2,500 from individual donors. Duties for the Mid-level Gifts Officer will include maintaining a midlevel donor program and stewarding a portfolio of prospects and donors; and other duties as assigned. This position is fast-paced, dynamic and integral to the smooth operation of our organization.

The ideal candidate for this role should possess strong communication skills, excellent networking abilities, and time management skills. They should be detail-oriented, able to juggle multiple priorities and projects, and work to ensure delivery of high-quality donor services.

PRIMARY RESPONSIBILITIES/ACTIVITIES:

1. Develop personalized digital engagement and direct marketing strategies, tailored to the midlevel donor audience, including thank you calls and emails, letters, special invitations, follow up to survey responses, lift notes, progress reports and other activities.
2. Using donor profiles and behavioral metrics, research and analyze past giving patterns of donors on your caseload to develop a high-value midlevel donor portfolio of about 600 mid-level giving units with the capacity to increase their giving and engagement.
3. Lead the message development, design, and processes for mid-level donor communications, and coordinate as needed across the Development team. Collaborate closely with the Membership and Major Gifts teams.
4. Maintain up-to-date records in the Raiser's Edge of donor engagement and moves management.
5. Work with major gift officers to transition donors who reach a certain threshold to the major gift officers' portfolios.
6. Assist the event manager with planning and implementation of the Annual Gala to End Hunger in New York City.
7. Other duties as assigned.

SUPERVISION EXERCISED: None

SKILLS/KNOWLEDGE REQUIRED:

- College degree or equivalent work experience and three to five years' experience in donor relations/donor services, midlevel giving, or major donor experience in either a marketing or fundraising environment.
- Proven track record of working in an external-facing role and knowledge of customer service practices.
- Strong analytical skills and attention to detail, including the ability to conduct research and analyses of multiple factors related to constituent engagement and to make data driven recommendations and decisions.
- Excellent interpersonal, presentation, and persuasive skills both written and oral.
- Self-starter that enjoys calling donors, developing relationships, and soliciting donations. Comfort in "cold calling" donors who are not used to personal attention (all donors you call will have a history of giving to Bread).
- Ability to develop collaborative relationships internally and externally which require a high degree of diplomacy and judgment to address and resolve substantive conflicts or escalate concerns to executive management.
- Strong computer skills, including proficiency in MS Office Suite, database software and Internet research.
- Experience working in a donor database or eCRM systems. Knowledge of Raiser's Edge preferred.
- Familiarity with Christian faith perspective and advocacy to end hunger desirable.

LOCATION: This position may be located either in our Washington, DC headquarters (preferred) or remotely anywhere in the US. If located remotely, occasional travel to Bread's offices will be necessary 2-3 times per year and primary business hours will be Eastern Time. If located in the metro DC area, this position will be required to operate on a hybrid schedule coming into the office 2 days per week, with Tuesdays a required anchor day. This hybrid schedule may be subject to change at management discretion.

CULTURAL EXPRESSIONS: Bread is committed to advancing racial equity externally and internally, and all staff members play a vital role. In the course of our work, each staff person should work to apply a racial equity lens to their work and practices; and participate in racial equity on-going training. Bread is also committed to being an equal opportunity employer.

OUR VALUES:

1. **We value our faith.** Our faith in Christ compels us to love our neighbors near and far and is the foundation for our hope, story, mission, and values.
2. **We value human flourishing.** We believe that every human being, created in the image of God, has inherent dignity that affords an opportunity to thrive in relationship with God, self, neighbor, and the environment; and to access enough nutritious food for good health.
3. **We value justice.** We seek to establish effective systems, structures, and policies that affirm equality and advance equity among all human beings to alleviate hunger and poverty.
4. **We value courage and prophetic voice.** In a spirit of wisdom and love, we will be bold in articulating and pursuing our vision of a world without hunger.
5. **We value nonpartisanship.** We believe that effective and sustainable public policies are made when, in good faith, we employ a civil and bipartisan approach to develop and implement laws and programs to achieve our mission.
6. **We value collaboration.** We believe in working alongside and building community with a diversity of churches, interfaith communities, institutions, and individuals, including people experiencing hunger, to achieve our mission.
7. **We value impact.** We strive for excellence in our work and hold ourselves and our nation's leaders accountable in the pursuit of public policies that render measurable results and meaningful change for people everywhere affected by hunger.

DISCLAIMER: Background and reference checks will be conducted on all final candidates. The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.