



## Leadership Gift Officer

### Development

#### **Mission Statement:**

*Father Bill's & MainSpring is committed to ending and preventing homelessness in Southern Massachusetts with programs that provide emergency and permanent housing and help people obtain skills, jobs, housing, and services. We help people who are struggling with homelessness or are at risk of homelessness to achieve self-sufficiency.*

Father Bill's & MainSpring is a growing and dynamic social service agency with particular expertise in emergency and permanent housing, job training and placement, and prevention services for individuals and families in need. Over the next five years, our strategic focus includes an increase in affordable, permanent supportive housing, a more efficient model of care for families experiencing homelessness, commitment to an enhanced delivery model to reduce the need for shelter, and improved community relations in order to achieve these goals. Our staff are thoughtful and caring individuals who share our passion for these ideals and creative approaches to helping people improve their lives.

We offer a generous benefits package and a comprehensive orientation and training program, as well as ample opportunities for advancement for qualified individuals who show a commitment to our Mission.

#### **Position Summary:**

Father Bill's & MainSpring is seeking a Leadership Gift Officer to manage individual donor relationships, with an emphasis on stewarding and upgrading donors currently giving in the \$1,000-\$9,999 range, as well as cultivating donors and volunteers identified as having major gift capacity. In this newly created position, you will play a key role in our overall strategy to expand the pool of donors and create a pipeline for major gifts, and will work closely with and support the CEO in major gift strategy. The position will report to the Director of Development and work collaboratively within a 7-person Development team. The ideal candidate will have a background in social services and be comfortable and experienced with personal, face-to-face donor outreach and cultivation and will have the ability to implement and execute day-to-day, while also demonstrating a big picture, strategic vision. This is an excellent opportunity for a hands-on, creative, and outgoing professional to design, build and drive a new program. The Leadership Gift Officer must have passion and enthusiasm for the FBMS mission, empathy for those dealing with homelessness and related issues, and the desire to work collaboratively as part of a team toward a common goal. While based in our Brockton location, the Leadership Gift Officer will also spend time in our Quincy location.

#### **Essential Responsibilities:**

- Manage a portfolio of 100-150 top-level individual donors and prospects, assuming primary responsibility for cultivation, solicitation, and stewardship; develop and monitor annual targets for donor and prospect calls, visits, solicitations, and revenue.
- Increase individual giving in the \$1,000 - \$10,000 range.
- Make timely, personalized contact with newly identified prospects.
- Develop strategies and materials to inform and engage current and prospective leadership donors; oversee the execution of newly created giving societies with the goal to further engage donors and provide meaningful connections with the mission and leadership.

- Assist with the identification of major gift prospects for current and future FBMS projects; work with Director of Development and CEO to develop long-term plan for individual giving program within the context of planning for a comprehensive campaign.
- Support Planned Giving strategy and marketing efforts.
- Actively participate in and contribute to monthly prospect review meetings.
- Maintain active prospect management system in Raiser's Edge.
- Represent FBMS at events hosted by local partners/supporters, including occasional evening and weekend functions as required, with the goal to strengthen external relationships and support public relations efforts.

#### Other Projects

- Assist with other projects pertaining to development and communications, as assigned.
- Support Development office with 3-4 events throughout the year (may include weekends and evenings).

#### REQUIREMENTS

- Bachelor's degree.
- Five or more years of relevant experience in individual programs, preferably in human services; experience with major and planned giving strongly encouraged.
- Skilled in face-to-face solicitation and comfortable with all levels of donor outreach.
- Excellent communication and interpersonal skills, including the ability to listen and interact effectively with donors, administrators/leaders, and Board members.
- Ability to develop a good working knowledge of FBMS' programs and activities; maintain positive working relationships with program staff.
- Excellent computer skills; experience with Raiser's Edge or comparable constituent relationship management software.
- Highly organized. Flexible, self-directed, dependable, and personable. Ability to multi-task and prioritize projects.
- High standard for accuracy and attention to detail.
- Exceptional strategic thinking and initiative.
- Occasional evening and weekend work required.

#### Skills & Competencies:

- Empathy: An understanding and empathy for those dealing with homelessness and related issues.
- Professionalism: Maintains the highest level of professionalism in the delivery of services, building of relationships, collaboration with co-workers, and representation of Father Bill's & MainSpring within the organization and the community.
- Communication: Speaks appropriately in positive and/or negative conversations with supervisors, co-workers, volunteers, donors and constituents; Articulates the goals of Father Bill's & MainSpring.
- Record-Keeping: Routine clerical or record-keeping incidental to the essential responsibilities of the job (including, but not limited to, data entry and case file updates).
- Job Knowledge: Possesses the practical and technical knowledge required on the job.
- Attendance: Acceptable overall attendance record, consistently at work and on time.

- Reliability: Relied upon regarding task completion and follow-up. Follows instructions, responds to management direction and solicits feedback to improve performance.
- Initiative: Seeks out new assignments and is willing to be flexible with additional duties.
- Adherence to Policy: Follows safety and workplace expectations, regulations and processes as defined in the Employee Handbook.
- Work Ethic: Demonstrates a commitment to the Mission and adheres to the Operating Principles of Father Bill's & MainSpring and works as part of a team toward a common goal.

Other:

- Safety & Security: Actively promotes and personally observes safety and security procedures, and uses equipment and materials properly.
- Travel: Local travel may be required. Valid driver's license and good driving record required.
- Physical Demands: *The demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations under the Americans with Disabilities Act (ADA) may be made to enable individuals with disabilities to perform the essential functions.*
  - Must be able to verbally convey detailed information or important instructions or ideas accurately or quickly. Must be able to hear average or normal conversations and receive ordinary information. Average visual acuity is necessary.

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities required of the employee. Other duties as assigned may be part of the job.

Father Bill's & MainSpring is an equal opportunity employer.