



**Indiana Conference of the United Methodist Church
POSITION DESCRIPTION**

Title of Position: Impact 2818 Major Gifts Officer
Start Date: June 1, 2012
Salary: \$30,000 plus benefits (medical, dental, vision)
Classification: Full-Time Salaried, Exempt
Supervisor: Impact 2818 Development Manager

Top Priorities

- a. Manage an annual portfolio of 60 prospects and 70 donors to secure \$1,500,000 in new gifts.
 1. Cultivate 60 prospects
 - a) 12 Prospect visits each week (3 days)
 - b) Solicit 10 prospects
 - c) Secure 5 gifts
 2. Steward relationships with 70 donors
 - a) 4 Donor visits each week (1 day)

Responsibilities

- a. The overall purpose of the Major Gifts Officer is to secure major gifts of \$25,000 or more for the capital campaign and steward relationships with current donors. This will require frequent travel throughout Indiana to build relationships with prospects and donors.
- b. Essential functions of the Major Gifts Officer are as follows:
 1. Maintain portfolio contacts and records through eTapestry database.
 2. Engage prospects and donors with our organization and provide opportunities for upgraded gifts.
 3. Work with the Development Manager to continuously evaluate and improve major gift programs and approaches.
 4. Keep up to date on current major gift fund raising programs, practices and procedures used in the nonprofit sector.
 5. Other duties as assigned by the Development Manager
- c. The Major Gifts Officer will hold an office at the Indiana Conference of the United Methodist Church in Indianapolis, IN. The Major Gifts Officer will focus on traveling throughout Indianapolis and southern Indiana 4 days each week to meet with prospects and donors, while maintaining 1 working day in the Indianapolis office each week. A vehicle will be provided for work travel.

Qualifications

- a. Bachelor's degree
- b. Experience or training in fund raising preferred
- c. Knowledgeable and supportive of the mission and ministry of the Indiana Conference United Methodist Church and Impact 2818 Outdoor Ministries
- d. Proficiency in Mac products and Microsoft Office applications
- e. Experience with Wealth Engine and eTapestry preferred
- f. Strong planning and organization skills
- g. Analytical problem solving skills
- h. Strong communication skills and a high level of interpersonal skills
- i. Ability to work as part of a team, and independently
- j. Proven ability to take initiative and go above and beyond expectations

To Apply

Please complete an application at http://www.impact2818.com/join_us-careers.html by April 1, 2012. Also, send a copy of your resume to Alexis Hyndman, Development Manager, at ahyndman@impact2818.com or the following address:

Impact 2818 | Alexis Hyndman | 8580 E Wesley Lane | North Webster, IN 46555