

Camp Roger Camp Scottie

Job Description

Major Gifts and Planned Giving Officer

Job Summary: The Major Gifts Officer is responsible for managing and cultivating relationships with existing major gift prospects, as well as identifying new prospects. An ability to empathize with donors and clearly communicate Camp Roger's mission is key, as well as the ability to help our donors accomplish their philanthropic goals and ambitions through a positive, sustaining relationship with our ministry.

Camp Roger's Faith Statement:

At Camp Roger, we believe that Christians share the following core beliefs and convictions:

1. **First**, that there is one true God who is made known to his creation through the person of the Trinity: The Father who created us, Jesus Christ the Son who died for us, and the Holy Spirit who guides us.
2. **Second**, that the Bible is the true and inspired Word of God, revealing God's character and redemptive story of his creation.
3. **Third**, that God's worldwide church, which includes all Christians, has been called and equipped to co-labor with Christ in building the kingdom on earth.

As a diverse group of Christians, we seek to live in order to find our center in Christ for the purpose of serving God together. We commit to working in the same direction together, orienting ourselves toward Christ in all things.

View Camp Roger's Faith & Life Covenant at <https://bit.ly/CRFaithLifeCovenant> to learn more about how we find our center in Christ for the purpose of serving God.

Staff Cultural Characteristics:

1. Growth mindset
2. Christ-centered life
3. Humility
4. Pursues unity and reconciliation
5. Loves and cares for others

Job Responsibilities:

- Oversees and manages all aspects of Camp Roger's portfolio of approximately 125-150 major gift prospects. Prospects should be capable of a gift of \$2,500 or more.
- Visits or has "strategic contact" between 20-25 prospects per month with a balanced portfolio that identifies, qualifies, cultivates, and stewards donors and donor prospects.
- Coordinates and oversees all communications to portfolio members, including annual fund, major gifts, campaign solicitation, birthday cards, Christmas cards, acknowledgment letters, reports, etc. to effectively steward a donor's support.
- Documents all activity in a timely and complete manner regarding any relevant contact with donors in their donor record.
- Develops and executes Camp Roger's planned giving program.
- Proactively stay educated on Camp initiatives, programs, and ministry stories, and identify donors who align with each.
- Writes proposals and works with the advancement team and appropriate staff members on proposal development and presentations.
- Participates in staff and volunteer committees as assigned.
- Works closely with the advancement team to meet overall fundraising goals and support campaign objectives.
- In conjunction with the advancement team, helps plan and execute fundraising, donor cultivation, and stewardship events. Responsible for the oversight of the Legacy of Oaks luncheon.
- Participates actively in staff meetings, retreats, and Board meetings when requested.
- Contributes content for organizational communications and marketing materials, such as the website, weekly executive director updates, and bi-annual newsletters.

Job Requirements:

1. Bachelor's degree, with 5 - 7 years of fund development experience. Proven success in major gift fundraising and knowledge of planned giving practices.
2. Working knowledge of Office 365 and donor tracking systems.
3. Attention to detail and ability to problem-solve.
4. Excellent written and communication skills to integrate mission and vision while communicating organizational goals and priorities.
5. An ongoing commitment to belonging, diversity, and accessibility. A desire to continue personal growth around viewing everyone as image bearers of God.
6. Ability to build trust among staff, donors, and prospective donors.
7. Familiarity with and commitment to best practices in fundraising programs.
8. Experience in cost-effective events and programming for donors and prospects.
9. Demonstrated ability to maintain sensitive and confidential information.
10. Personal integrity necessary to effectively support and steward partnerships with volunteers, donors, and prospects, and the ability to handle sensitive information with discretion and tact.
11. Applicant should be available to begin training/work within 2 weeks of hire date.
12. Ability to lift 20 lbs.

Responsible to: Associate Director

Member of: Year-Round Staff, Advancement Team, and Advancement Committee of the board

Organizational Requirements:

1. Believes that fundraising is a rich way to minister to others; sharing how humans are the hands and feet of God helping to build His kingdom on earth.
2. Cares deeply about Camp Roger's ministry to children.
3. Dedication to serving others.
4. Fluent, bi-literate English/Spanish preferred.
5. Agrees to sign and strive to live up to the standards outlined in Camp Roger's Faith and Life Covenant (located at <https://bit.ly/CRMission>).

Compensation and Benefits:

1. This is a salaried, non-exempt position averaging 45 hours per week, requiring some evening and weekend work.
2. Pay range is \$62,000 - \$67,000 per year.
3. PTO (Personal Time Off) days accrue based on longevity, plus 7 paid holiday days per year.
4. Medical, dental, and vision benefits are available.
5. Simple IRA with company match up to 3%.
6. Employee Assistance Plan through Pine Rest.
7. Facility rental discount.
8. Summer camp discounts.

BIPOC applicants are encouraged to apply.

To Apply:

1. Send a short cover letter detailing your interest and qualifications along with your resume and three personal and/or professional character references to Donna Messina at donna@camproger.org.
2. Interviews will be conducted as applications are received.