

**Los Angeles Mission, Inc.
Job Description**

Job Title: Philanthropy Officer
Department: Development
Reports To: VP of Fund Development & Donor Relations
FLSA Status: Regular, Full Time, Exempt
Grade Level:
Prepared By: Human Resources Department
Revised Date: June 2021

SUMMARY:

Los Angeles Mission strives to be a world leader among Missions that provide for the poor, restore the addicted, and eliminate homelessness.

We believe that everyone is a spiritual person of worth and dignity. Our vision is for individuals and families to be set free from addictions and homelessness, transformed by God to become physically and spiritually healthy; educationally equipped to participate in society and sustain housing, and encouraged to create relationships of love and service to others. We seek to help those who have been abused and neglected to find a better life. We strive to help those who have become addicted to understand their addictions, to expect physical healing, and to live in ways that are healthy to soul, mind, and body.

The people who work at the Los Angeles Mission demonstrate Christ-like behavior in all areas of job duties and responsibilities. It is a calling to work at the Mission. And the people who answer it are fulfilled.

Utilizing a biblically sound approach, the Philanthropy Officer will be responsible for the development and management of a major gifts portfolio within assigned geographic area. This individual will identify, cultivate, solicit, and steward donor relationships in collaboration with the development department, volunteers, and board members. Relationships might include corporate leaders, foundations, current and prospective donors.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for the development and management of a major gift portfolio. Through effective portfolio management, qualified donors capable of giving \$10k+ will be cultivated and stewarded with donor retention upgrade strategies.

- Manage a portfolio of 125 -150 donors. Create and execute a moves management plan for each qualified donor with thoughtfulness, taking into consideration the donor's passion.
- Work with Development leadership, Mission Operations, and Mission

communications team to secure appropriate project information, including budgets and program content, to create proposals and execute solicitations.

- Record and submit monthly reports to management that accurately reflect caseload activity and performance.
- Hold a minimum of 150 face-to-face visits with major gift prospects and submit a minimum of 50 high net-worth individuals, corporate, and/or foundation proposals.
- Develop a plan to secure \$1,000,000 - \$1,500,000+ in major gifts from existing major donors, high net-worth individuals, corporations and/or foundations.
- Coordinate the cultivation, solicitation, and stewardship of donors giving at \$10k +
- Collaborate with internal partners to ensure coordinated and maximized achievement of Mission targets and goals.
- Preserve productive and collaborative relationships with the Mission's departments, projects, and committees as appropriate.
- Recruit a personal prayer team, tasking these volunteers to pray for the Mission and personal requests, providing the team with updates on a regular basis.
- Maintain an annual expense budget, based on an allocation predetermined by the supervisor. Submit required expense documentation in a timely manner in accordance with the Mission's guidelines.
- Travel regularly to meet with major partners and participate in partner and networking events.
- Pursue personal, spiritual, and professional growth objectives, managing time to meet those objectives.
- Refer potential planned gift opportunities to the Mission's planned giving contact. And performance.
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POSITION QUALIFICATIONS

- Familiar with Blackbaud Raiser's Edge NXT CRM or similar donor software program to maintain donor information and activity
- Demonstrates the desire and ability to support Biblical and religious goals and participates in regular work-related spiritual activities
- Possess a working knowledge of moves management and donor relation strategies
- Highly skilled in interpersonal, verbal, and written communication skills.
- Experience with Rescue Missions is highly desirable
- Should enjoy working with people and be a cooperative team player
- Must have tact and diplomacy
- Continuing education in the development field is strongly desirable
- Ability to travel locally to engage current and potential supporters
- Be a motivated, self-starter with a desire to achieve personal and organizational goals without close, direct supervision
- Have a high EQ as it relates to interaction with high-capacity high-value donors

EDUCATION/ EXPERIENCE and QUALIFICATIONS

The Philanthropy Officer will have at least 3 years of increasingly productive development-related experience or transferable experience. It is preferred to have at least 3-5 years of experience working with high-net-worth individuals. A college education is also desirable, with additional credentials at the graduate level preferred. Ideal candidate should have fruitful and growing relationships with others and share the values of bringing hope and healing to those in need.

PERSONAL AND TEAM COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Collects and researches data; Uses intuition and experience to complement data.
- Design - Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully
- Customer Service - Responds promptly to donor needs; Responds to requests for service and assistance
- Interpersonal - Maintains confidentiality
- Oral Communication - Listens and gets clarification; Responds well to questions.
- Team-work- Balances team and individual responsibilities
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet audience needs; Able to read and interpret written information
- Business Acumen - Understands business implications of decisions.
- Ethics - Treats people with respect; Keeps commitments; Works with integrity and ethics; Upholds organizational values.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values
- Adaptability - Adapts to changes in the work environment; Able to deal with frequent change, delays, or unexpected events
- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person with an alternate plan
- Initiative - Asks for and offers help when needed
- Innovation - Meets challenges with resourcefulness.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently.
- Quality- Demonstrates accuracy and thoroughness; Monitors own work to ensure quality
- Quantity- Meets productivity standards
- Safety and Security - Observes safety and security procedures; Reports potentially unsafe conditions

SUPERVISORY RESPONSIBILITIES

None

TECHNOLOGY SKILLS

General computer uses and knowledge is required. Must have the ability to utilize Microsoft Office, Microsoft Outlook, and internet-based applications like Paychex Flex Employee/Manager Self Service Portal and Web Access with ease, and donor software programs such as Raiser's Edge. Other business software may be deployed related to job functions.

SOCIAL MEDIA

Ability to leverage social fundraising tools including Facebook, Twitter, Linked-In and other social media platforms.

LANGUAGE SKILLS

Ability to read, analyze, and interpret reports, as well as legal documents. Ability to respond to common inquiries or complaints from customers or members of the business community. Ability to write proposals that conform to prescribed style and format. Ability to effectively present information to top management and public groups.

MATHEMATICAL SKILLS

Business math skills required.

REASONING ABILITY

Highly developed people and problem-solving skills. Ability to make decisions, ability to meet deadlines. Excellent verbal and written communication skills, knowledge of writing and graphics, ability to manage time effectively.

LOS ANGELES MISSION EVENTS

All Mission employees are required to work the four (4) yearly Mission events; Good Friday, Summer Block Party, Thanksgiving, and Christmas, if/as scheduled.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, talk and listen. The employee frequently is required to walk. The employee is occasionally required to stand, use hands to finger, handle, or feel, and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include distance vision, color vision, and peripheral vision. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

Pleasant office environment. The noise level in the work environment is usually moderate. Employees may occasionally come into contact with irate and/or irrational clients who may or may not be under the influence of mind-altering substances such as cocaine, marijuana, alcohol, etc., or be mentally or physically disabled. Employees may be exposed to some risk of communicable disease from guests of the facility, including TB or other respiratory diseases.

Philanthropy Officer may have the option to maintain a home office from which he/she will contact donors and prospects by phone, mail, and e-mail. The Philanthropy Officer should have a car, a current US driver's license, and high-speed internet access. The home office should be free from distractions that will interfere with professional communications. A minimum time commitment of forty hours per week is expected, but the work schedule will be flexible, including rare night and weekend work. The Mission will provide a computer, printer/fax, cellphone, appropriate software, and will reimburse phone, internet, and mail expenses. Reasonable travel and entertainment expenses will be reimbursed with prior approval.

Participation in team meetings and training, whether at the Mission, offsite, by video- conference call, or elsewhere will be essential.

LOS ANGELES MISSION IS AN EQUAL OPPORTUNITY EMPLOYER and values diversity. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status, except as allowed by federal statute under Title VII of the Federal Civil Rights Act.

I understand the above job description and agree to comply with, and be subject to, its conditions. I understand that the company reserves the right to delegate, remove, expand or change any and all responsibilities listed above and will inform me of any such change, In addition to meeting the job duties listed above, I agree to abide by the Company policies contained in the employee handbook. I acknowledge that I can fulfill the above duties with or without reasonable accommodation.

Employee Signature

Date

Employee Name (please print)

Date

Approval

Date