

Avow Foundation, Inc.

Job Description

Job Title:	Gift Officer
Department:	Foundation
Reports To:	Chief Philanthropy Officer/Director of Philanthropy
FLSA Status:	Exempt

To perform this job successfully, an individual must demonstrate competency in each of Avow's core values listed below and be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Core Values

Innovation: We embrace change and are always looking at creative ways to solve problems and serve new populations.

Integrity: We are honest, hardworking, fiscally responsible professionals driven solely by the well-being of our patients, their loved ones, and the communities we serve.

Collaboration: We know we cannot achieve everything we want without working hand-in-hand with each other, with our healthcare partners, and with the community.

Celebration: We believe in the importance of celebrating life and relationships.

Education: We believe it is important not only to serve the community but to educate community members about our services and the role we can play at the end of life.

Job Requirements

Computer Skills: Knowledge of basic typing skills, data entry and word processing software. Familiarity in database software (preference given to Raiser's Edge NXT) and general knowledge of Outlook and Microsoft office products is required.

Supervisory Responsibilities: none

Education/Experience: Bachelor's degree required. A minimum of two (2) years fundraising/development or applicable experience.

Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Strong written and personal communication skills required.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions.

Certificates, Licenses, Registrations: Valid Florida driver's license.

Physical Demands: *(The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)* While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand, walk, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be willing to provide own transportation to travel/drive to any location in Collier County.

Work Environment: *(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.)* While performing the duties of this job, the employee is exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Job Summary: The gift officer will identify, cultivate, solicit, and steward mid-level gift prospects and donors in support of the overall annual and long-term fundraising goals of the organization. The gift officer will be well organized and have exceptional inter-personal skills. This is an entry to mid-level fundraising position.

Job Duties

- Conduct all foundation business in an ethical and respectful manner in adherence with the Compliance and Ethics Program.
- Manage a portfolio of approximately 100-120 pre-qualified constituents.
- Implement a comprehensive donor development plan for assigned constituents.
- Identify prospective donors, identify areas of interest and prepare proposals to secure funding.
- Review prospect research (including private foundation 990 tax returns) and develop prospecting strategies, matching prospects to funding opportunities.
- Cultivate, solicit, and steward assigned constituents.
- Document constituent activities in Raiser's Edge NXT, monitor timeliness of gift entry and donor acknowledgement.
- Support strategic planning efforts, events, and giving initiatives of the team.
- Participate in continuing education opportunities and industry associations that will promote the Avow brand and/or develop fundraising expertise.
- Perform other duties as assigned.