

DIRECTOR OF MAJOR GIFTS

SCOPE AND PURPOSE

Reporting to the Chief Operating Officer (COO), the Director of Major Gifts will assist the President, MLF staff, and the Board of Directors in developing and implementing MLF's Annual Strategic Fund Development Plan. The Director of Major Gifts coordinates and assures implementation of strategies to develop donors and contributions to support MLF.

DUTIES AND RESPONSIBILITIES:

- Collaborate with management team to implement MLF's Annual Strategic Major Gift Fund Development Plan
- Cultivate donors of major gifts and identify opportunities within and outside of the existing MLF constituency; advance value of small strategic events
- Cultivate and participate in employee charitable campaigns for government and private-sector organizations
- Develop top-level knowledge of MLF donor database (Common Ground/Salesforce)
- Work collaboratively as a team member with staff and many other constituents and stakeholders to design and drive new philanthropic directions and priorities
- Proprietor of all donor recognition including but not limited to thank you letters and plaques
- Design and present regular development reports to the president and board
- Coordinate with CFO and IT team to promote e-appeals, campaigns, direct mail, annual appeal, and events
- Be available to attend meetings including Fundraising Committee meetings, Board Meetings and other meetings deemed necessary
- Perform other duties as necessary to fulfill the mission & vision of Mobile Loaves & Fishes

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- As a prerequisite, the successful candidate must believe in the core values of Mobile Loaves & Fishes and be driven by the Mission. Mobile Loaves & Fishes is a faith-based organization on whose ideals and philosophy come directly from the Gospel of Jesus Christ. This must be reflected in all of our activities and communications with volunteers, staff and others that we come in contact with
- Advocate for the homeless and working poor. Must be passionate about Mobile Loaves & Fishes mission and able to promote and communicate the philosophy, mission and values of Mobile Loaves & Fishes to external and internal stakeholders
- Possess a valuable blend of leadership talent to successfully direct the integration of cross-functional teams and enabling individual contributors to succeed
- Active networking and able to connect to the Austin philanthropic community
- Solid educational background. Related undergraduate degree preferred.
- Strong relationship builder and communicator with experience leading diverse work teams
- Demonstrates integrity, strives for excellence in her/his work, and has experience of leading others to new levels of effectiveness and programmatic impact

- Action Oriented—enjoys working hard and looks for challenges; able to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary
- Proficient in the use of the Microsoft Office suite of products including Word, Excel, Project, Outlook, Publisher, and PowerPoint
- Knowledgeable of donor management software systems
- Detail oriented with excellent organizing and coordinating skills
- Demonstrable history of proven results in past work
- Positive Attitude; able to work in a team environment
- Common sense and judgment in day to day matters
- Strong oral communication skills
- Neat, clean, and appropriate appearance