



JOB OPPORTUNITY

PHILANTHROPY OFFICER

Posting #2017-22

Posting Date: August 2, 2017

Closing Date: Open until filled

POSITION	Philanthropy Officer Full time, 40 hours/week, Exempt position
DEPARTMENT:	Marketing & Development
LOCATION:	Eugene, Oregon
SALARY RANGE:	\$42,553/year - \$57,447/year

ORGANIZATION SUMMARY:

Holt International Children's Services develops and maintains programs overseas that annually serves over 100,000 orphaned, abandoned and vulnerable children in 13 countries. Holt International addresses the root causes of child homelessness by working directly with children and families around the world, focusing on developing and delivering programs based on three pillars of service: family strengthening, world-class orphan care and adoption services.

HOLT'S MISSION STATEMENT:

Holt International is a Christian organization committed to expressing God's compassion for children. While always upholding the highest ethical standards, we:

- Find and support permanent, loving families for children who are orphaned, abandoned or at serious risk of separation from their family
- Provide services to ensure that children will grow and develop to their fullest potential
- Lead the global community in advocating on behalf of the world's most vulnerable children

HOLT'S CORE VALUES -AT HOLT, WE:

- Are passionate and committed to our mission
- Conduct our work in an ethical manner
- Provide the highest quality services
- Respect the dignity of all children, families and adults we serve
- Value and respect diversity
- Serve with prudent stewardship
- Value and promote a positive team spirit

DEPARTMENT SUMMARY:

Holt International finds and supports permanent, loving families for children who are orphaned, abandoned or at serious risk of separation from their family. Holt's model of child-centered care

provides services for vulnerable children to ensure they will grow and develop to their fullest potential.

Marketing and Development (M&D) develops the brand of Holt International, secures the financial and other resources to accomplish our long-term program objectives and crafts the messaging for our external audiences. Within the department, the Relationship Development Team (RDT) cultivates, solicits and stewards individual and organizational donors who make major gifts for sponsorships and other program needs. As such the RDT helps M&D strengthen relationships that produce benevolent giving and generate new donation revenue for exceptional programs that draw greater interest and support for Holt International welfare work overseas.

POSITION SUMMARY:

The Philanthropy Officer (PO) raises funds to advance Holt International's mission by aggressively developing and nurturing current and prospective donors, which may include individuals, churches, foundations, corporations and community groups. This includes providing existing and prospective donors with a deeper understanding of Holt's mission, creating opportunities to match their giving interests with various Holt programs. The PO serves as the principal staff person for guiding and developing the donor's relationship with Holt, which includes assuring that the donor is properly stewarded and encouraged to make leadership gifts to programs when and where appropriate. This position reports to the Director of Development.

PRIMARY RESPONSIBILITIES:

The primary responsibilities of this position are to develop and to maintain long-term, effective relationships with a portfolio of 150 individuals and organizations capable of providing significant financial resources to further Holt International's programs for children and families. The PO will manage relationships with existing donors by encouraging them to increase current giving levels; identifying donor prospects; planning and conducting donor cultivation by effectively communicating with donors; directly soliciting contributions from donors and prospects; identifying appropriate funding opportunities; preparing proposals and/or presentations; and by updating Holt's donor database by recording all appropriate donor cultivation activity.

ESSENTIAL JOB FUNCTIONS:

- 1. Builds relationships with donors through** phone, email, mail and personal visits. Develops and facilitates relationships with current and prospective donors, which may include individuals, churches, foundations, corporations, and community groups in assigned portfolio of major donors, and from the Relationship Development Team prospect pool, in support of Holt's programs for children worldwide.
- 2. Secures donation revenue by** personally soliciting donor gifts, with a focus on annual gifts of \$2,500+ and multi-year commitments of \$10,000+. Manages existing donors and prospects systematically and efficiently to ensure fundraising potential is reached. Manages assigned donors by developing and implementing a donor contact plan that includes determining the optimal frequency, timing and type of contact with the donor; the amount of gift and timing of the request; and any special information appropriate to strengthen the donor's connection to the mission of the organization and steward their relationship with the organization. Travels as needed to secure 40 personal donor visits annually.
- 3. Increases Holt's donor base by** following up on leads, networking through current donors to locate new giving prospects, and potentially participating in public speaking engagements and events that spread the word about Holt's mission.
- 4. Creates donor interest in Holt's programs by** asking questions and listening to donors, exploring and identifying specific giving opportunities for them, maintaining credibility with

donors by performing agreed-upon follow up activities in a timely manner. Coordinating focus teams and facilitating major donor events, as assigned.

5. **Increases donor giving potential by** discussing planned giving opportunities and providing information about donations of non-cash assets.
6. **Maximizes retention of important donor contact with Holt by** recording all cultivation/stewardship/solicitation and gift activities with donors in Viking database. Applying computer/technology skills to enhance the fundraising process, working with database to track major donor giving and activities, and completing activity reports on a timely basis.
7. **Communicates Holt's mission and funding opportunities by** displaying awareness and flexibility in communication style and approach as necessary to effectively meet each donor's needs. Speaking publicly to various groups and audiences as well as one-on-one with donors.
8. **Contributes to department team effort by** facilitating team skill development by providing clear, behaviorally specific feedback, and by making or eliciting specific suggestions for improvement in a manner that builds confidence and enhances results.
9. **Contributes to team effort by** exhibiting cooperative and effective work relationships, such as responding positively to challenges, assignments, inter- and intra-departmental requests, participating in team brainstorm and planning meetings, and seeing beyond individual tasks to help fulfill the organizational goals.
10. **Contributes to a positive, productive work environment by** meeting attendance and punctuality guidelines and pre-arranging time off with appropriate notice; treating all people with dignity and respect; treating other creative project with positivity and constructive criticism when necessary; exhibiting good listening and comprehension skills, including giving and welcoming feedback; communicating effectively by email and phone.

SUCCESS FACTORS:

The successful candidate uses experience and best practices in development, marketing and prospect moves-management in order to achieve goals and objectives. Develops fundraising plans for each donor in his or her portfolio in order to close gifts at the \$2,500 to \$10,000+ level. Has a demonstrated ability in planning and developing strategy and meeting deadlines. Has a positive attitude and strong work ethic; possesses the ability to work independently and as a contributing member of the team; adheres to a flexible schedule with the ability and willingness to be donor facing of the time and travel to meet donors.

KNOWLEDGE (MINIMUM REQUIREMENTS):

Bachelor's degree, preferably in marketing, communications, public relations, or the liberal arts. Experience in marketing or fundraising practices with a minimum of 4 years of experience in fundraising, or marketing products or services. Experience and knowledge in planned giving a plus. An equivalent combination of education, training, and experience sufficient to successfully perform the essential functions of the job as those listed above may be qualifying. Proficiency with Microsoft Word, Excel and PowerPoint. Knowledge and understanding of the content maintenance of databases. A working knowledge of the estate planning process is beneficial.

INFORMATION PROCESSING:

Produces high-quality proposals and reports for donors. Possesses understanding of digital communications, including, email, web and social media.

SCOPE OF RESPONSIBILITY:

Serves as the face of the organization for donors in his or her portfolio, modeling professionalism in all interactions. Displays consistent, organized drive in achieving fundraising goals. Possesses the ability to analyze goals and implement appropriate solutions. Has strong people skills and ability to instill confidence in others quickly. Enjoy travel and networking in new environments.

INTERPERSONAL COMMUNICATION:

Works independently and in a team environment with minimal daily contact with direct supervision. Takes the initiative in making contacts with donors, especially with regards to meeting in person with donors to discuss their relationship with Holt. Has strong people skills and the ability to instill confidence in others quickly. Leads when needed and follows when asked for internal projects and all projects related to donor cultivation, solicitation and stewardship.

IMPACT OF RESULTS:

Meeting contact goals and securing gift commitments is the principal method through which Holt funds programs that strengthen families and help meet the health, physical, nutritional, social and emotional needs of the children served. Meeting and exceeding goals increases the revenue available for programs, allowing Holt to expand service opportunities and enhance the reputation and integrity of the organization.

SUPERVISORY RESPONSIBILITY: None

DESCRIBE CONTROLS: Reports to the Director of Development who provides direction and evaluates work for effectiveness, accuracy and results obtained.

NOTE: A valid driver's license is required as this position will require driving for donor meetings and other events.

APPLICATION PROCEDURE:

To ensure consideration, please submit the following application materials:

1. Job Application <http://www.holtinternational.org/employment/jobapplication.shtml>
2. Cover letter in which you clearly describe how your knowledge, skills and abilities prepare you for the job responsibilities and requirements outlined in the job posting.
3. Current resume which includes educational and professional work experience. Educational experience must include type of degree and education experience and where obtained. **Work experience must include employer name, dates of employment (month and year), position held/title and a description of duties, if position was full time or part time, and reason for leaving employer(s).**

Go to www.holtinternational.org/employment/ to locate the job application and the instructions on how to submit the application materials for this job posting.

SELECTION PROCESS:

A Holt application, cover letter, and any supplemental materials (if requested in the job posting), will be used to select the top candidate(s). Those selected for further consideration will be invited to an interview. Prior to hiring, candidate(s) will be required to complete a pre-employment criminal history background check, motor vehicle record check, and child abuse clearance check. A credit check may be done if applicable for the position. The candidate(s) must pass the background check process in order to continue in the hiring process.

Please note that a credit check will be conducted and must be passed prior to being hired for this position.