



RECONCILIATION SERVICES

Senior Philanthropy Advisor - Job description

POSITION SUMMARY

A full-time development position reporting to the Director of Marketing & Development.

As our Major Gifts Officer you will design, develop, and implement our middle/major gift program with individuals and corporations. You'll be responsible for managing and cultivating relationships with existing middle/major donors in your portfolio, as well as identifying and cultivating new major donors. An ability to empathize with donors and clearly communicate our organization's mission with passion is key. You'll be expected to energize team members, persuade prospects and help our donors connect meaningfully with the mission.

DUTIES & RESPONSIBILITIES

- **Individual Donor and Corporate Major Gifts (90% of time).**
 - Solicit and secure new or increased gifts equal to two to three times the annual position salary at a minimum in the first calendar year and grow this goal significantly each year.
 - Help our donors and corporate partners accomplish their philanthropic goals and ambitions through a meaningful relationship with our organization and mission.
 - Prospect, cultivate, solicit and steward gifts from assigned and prospective middle/major/ corporate donors, including:
 - Researching and creating a pipeline of middle/major gifts
 - Developing individual written strategies in Salesforce for all assigned and prospective middle/major donors to identify linkage/interest/ability, outline steps to cultivate and solicit gifts
 - Updating contact information in Salesforce and logging activities
 - Seeking to increasing middle/major giving annually and deepening meaningful engagement for mutual benefit
 - Personally and proactively making donor visits weekly at RS, in homes, offices, at events in the community, as well as by Zoom, email and phone
 - Serve as a liaison between middle/major donors and the organization's leadership and program managers to ensure individuals develop a meaningful relationship with the organization and its mission.
 - Lead the RS Development team in engaging middle/major/corporate donors through annual small or in-home events, linking donors to volunteer opportunities and other RS activities.



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- Create and implement recognition programs for middle/major individual and corporate donors
- Develop high quality reports for the Director of Marketing and Development
- Solicit in-kind middle/major donation opportunities as assigned
- Assist in securing corporate partnerships for Thelma's Kitchen and events
- Other duties as assigned.

Activity Tracking, Reporting & In-house Meetings (10% of time)

- Maintain daily an accurate Salesforce Donor database with your contacts
- Generate Weekly Preview & Planning Reports giving a summary of last week's progress and indicating upcoming plans. All past activity must correspond to Salesforce - including calls completed/attempted, tours given, meetings, other activities taken, etc.
- Ensure accurate and timely (within 72 hours of gift receipt) recognition of gifts for individual and corporate donors solicited or assigned
- Weekly, Monthly meetings with the team as assigned or required.

EDUCATION, SKILLS AND EXPERIENCE

- Four or more years of relevant senior sales or nonprofit fundraising experience in the Greater Kansas City community.
- Familiarity with Salesforce or equivalent constituent management system, with Asana or equivalent project management software and Donor Search software preferred.
- Possess very strong verbal, written and interpersonal communication skills and have the ability to present in front of a group with ease.
- Knowledge of broad themes and current trends in fundraising is preferred.
- Basic office skills, record keeping, and strong organization skills are a must
- A Bachelor's degree or equivalent work experience in nonprofit fundraising, management, business, or communications with strong interest in fundraising/sales and working for a nonprofit organization are preferred.

ABOUT YOU

You are a team player with a high energy level, good work ethic, as well as strong interpersonal communications and multi-tasking skills. You are persistent, have an entrepreneurial spirit, enthusiasm, and flexibility with a willingness to work as needed to accomplish the mission. You can make and keep friends. You establish and maintain good working relationships throughout the organization and with outside constituencies. You aren't someone who spends a lot of time in the weeds, but you know donors expect you to be organized, prepared, detail-oriented and to follow through on promises.



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People are inspired by your determination. You bring people in line with a vision and motivate them to reach goals. You effectively work under pressure and can work well within tight time constraints and deadlines. You will have some light physical demands with this job (i.e. spending hours listening and talking; working on the computer and phone; driving to appointments and events; and occasionally working long days, nights or weekends).

RS values diversity and inclusion and we are proud to be an Equal Opportunity Employer.

TO APPLY Please email your **resume** and a **cover letter** (to include what makes you a phenomenal candidate and why you want to work at RS) to: **Jodi Mathews, Director of Marketing & Development at HRadmin@RS3101.org**.