



Serving through Faith & Compassion

## **Position Description**

### **Major Gifts Manager**

**The Sharing Center was established in 1986 to serve our community in need with life's basic essentials and with the mission to provide essential resources to those in need while ensuring dignity, reflecting Christian generosity, and sharing God's love. The Sharing Center is currently seeking a Major Gifts Manager to join the team.**

#### **Overall Responsibility:**

The Major Gifts Manager will join as a critical member of The Sharing Center's leadership team, serving to cultivate and steward mid to major gifts from individuals and corporations. This role is responsible for managing key relationships and achieving high-value giving to support The Sharing Center's mission and programs – helping to meet and/or exceed a portion of the organization's annual fundraising goals of \$3.2 million.

With input from The Sharing Center's President & CEO, Board of Directors, and Development Committee, the Major Gifts Manager will focus on attaining long-term giving growth objectives to support ambitious goals in our three-year strategic plan. This role will find most success by utilizing an in-depth understanding of relevant issues, trends, policies and opportunities regarding food insecurity, homelessness, and poverty in Central Florida.

#### **Responsibilities include:**

##### **Mid to Major Donor Portfolio Management**

Directly managing a portfolio of 100+ mid to major individual and corporate donors leveraging move management tactics. Successfully engage, cultivate, solicit, and steward the assigned portfolio of major donors and prospects. Proactively identify, qualify, and prioritize individual, corporate, and foundation prospects through research, screening, and discovery meetings. Collaborating with the marketing team for signature events including inviting guests and hosting the monthly Helping Hands Welcome Tour, supporting sponsorship solicitations, and table captain recruitment for major fundraising events.

##### **Leadership & Management**

Generate and oversee management of major gift forecasting goals; providing detailed reports of revenue achieved, forecasting monthly. Serve as a community leader communicating The Sharing Center's mission.

**Time Requirements:** Full-Time, Exempt, salaried position

#### **Qualifications:**

- 3 to 5 years of progressively relevant experience in direct solicitations of mid to major gifts of \$1,000 and above; experience with planned giving a plus
- Bachelor's degree in a related field (e.g., communications, business, or a related field) or an equivalent combination of education and experience from a four-year college or university
- Demonstrated experience in building relationships with high net-worth individuals and philanthropic corporations
- Excellent interpersonal skills and ability to effectively communicate information to a variety of internal and external audiences
- Experience and ability to manage and actively utilize a customer relationship management database to effectively source and communicate with donors
- Strong decision-making ability and attention to detail
- Excellent presentation skills, both in-person and virtual

- High level of discretion and ethical approach to fundraising, including adherence to the Association of Fundraising Professionals's Donor Bill of Rights and Code of Ethical Standards
- Experience in Microsoft Office Suite, a must; and Salesforce, a plus

**Salary Range:** \$47,000 - \$54,000