

Job Description

Title: Philanthropy Gift Officer, North East		Date: 11/8/19
Select One: <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Revised Job Description (indicate previous position title): Principal Gift Officer North East		
Position Classification (for internal purposes): Business Support IV		
Status: <input checked="" type="checkbox"/> Full-Time; <input type="checkbox"/> Part-time; <input type="checkbox"/> Temporary (length of assignment):		# of hours/week: 40+
FLSA Classification: <input type="checkbox"/> Non-exempt; <input checked="" type="checkbox"/> Exempt		
Office Location: <input type="checkbox"/> Portland; <input type="checkbox"/> D.C.; <input type="checkbox"/> Denver; <input checked="" type="checkbox"/> Remote; <input checked="" type="checkbox"/> Other (Indicate): New York Metro Area; Northeast		
Position Reports To (title): Chief Development Officer		Department: Development

Organization: Compassion & Choices works nationally to improve care and expand choice at the end of life. Compassion & Choices envisions a society where everyone receives state-of-the-art care at the end of life, and a full range of choices for dying in comfort, dignity and control. We engage our mission through three main pillars of service: end-of-life consultation, educational programs, and legislative/legal advocacy. Compassion & Choices is leading the way nationwide in our efforts to make medical aid in dying a legal and acceptable option for terminally-ill, mentally competent adults. We are taking a multi-prong approach--legislation, litigation, and ballot initiative—to assure that we bring end-of-life options to everyone.

Position Summary: This position is responsible for identifying, cultivating and soliciting five and six figure gifts from prospects and major donors living in the north east with an emphasis on the New York City metro area. The ideal candidate must have a track record of soliciting and closing major and principal gifts, an understanding of moves management and demonstrated experience developing long term philanthropic relationships while consistently meeting fundraising goals. Experience closing six figure gifts and above from individuals is preferred.

Essential Duties and Responsibilities: Core duties and responsibilities include the following (other duties may be assigned):

- Manage a portfolio of approximately 130 current donors utilizing moves management to renew and increase giving.
- Work with the chief development officer, program staff and other leadership to begin and maintain a fast pace of cultivating and soliciting gifts from current and prospective donors.
- Work with organizational leadership and current supporters to identify new prospects capable of making major or principal gifts.
- Coordinate and manage local events and activities that engages current and prospective donors.
- Collaborate with the program team on overall fundraising opportunities within the region.
- The candidate will contribute by employing and role-modeling key processes and programs that support an office-wide emphasis on collaborations, efficiencies and metrics/performance based outcomes.

Supervisory Responsibilities: n/a

Competencies: To perform the job successfully, an individual should demonstrate the following competencies:

- **Adaptability** - Adapts to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events.
- **Donor Relations** - Manages difficult or emotional donor situations. Responds promptly to customer needs. Solicits customer feedback to improve service. Responds to requests for service and assistance. Meets commitments.
- **Dependability** - Follows instructions, responds to management direction. Takes responsibility for own actions. Keeps commitments. Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.
- **Ethics** - Treats people with respect. Keeps commitments. Inspires the trust of others. Works with integrity and ethically. Upholds organizational values.
- **Initiative** - Volunteers readily. Undertakes self-development activities. Seeks increased responsibilities. Takes independent actions and calculated risks. Looks for and takes advantage of opportunities. Asks for and offers help when needed.

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- **Interpersonal Skills** - Works as a team player with others (staff, volunteers, etc.); Provides information to staff/volunteers on volunteer activities; Ability to communicate effectively with diverse audience; Focuses on solving conflict, not blaming; Maintains confidentiality; Active listening skills; Keeps emotions under control; Remains open to others' ideas and tries new things. Accepts feedback from others; Gives appropriate recognition to others. Maintains confidentiality.
- **Judgment** - Displays willingness to make decisions. Exhibits sound and accurate judgment. Supports and explains reasoning for decisions. Includes appropriate people in decision-making process. Makes timely decisions.
- **Problem Solving** - Identifies and resolves problems in a timely manner. Gathers and analyzes information skillfully. Develops alternative solutions. Works well in group problem solving situations. Uses reason even when dealing with emotional topics.
- **Teamwork** - Balances team and individual responsibilities. Exhibits objectivity and openness to others' views. Gives and welcomes feedback. Contributes to building a positive team spirit. Puts success of team above own interests. Able to build morale and group commitments to goals and objectives. Supports everyone's efforts to succeed.
- **Written Communication** - Writes clearly and informatively. Edits work for spelling and grammar. Varies writing style to meet needs. Presents numerical data effectively. Able to read and interpret written information. The candidate will have strong written and oral communication skills demonstrated through the development of successful donor communications.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and Experience:**

- B.A. in Business, Marketing, Communications or Non-Profit Management.
- Seven (7) years' experience in nonprofit development, event planning, marketing, communications, or high-end sales (or equivalent combination of experience and education) including a minimum of 6 years of direct fundraising experience, ideally raising gifts of \$100,000 or more.

- **Language Skills:**

Ability to read and interpret documents and reports. Ability to respond to inquiries or complaints from donors. Ability to effectively present information to donors, volunteers, organizational management, and public groups.

- **Mathematical Skills:**

Ability to work with mathematical 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.

- **Computer Skills:**

To perform this job successfully, an individual should have working knowledge of Microsoft Office, donor databases, and basic prospect research tools.

Other Qualifications

- **Certificates, Licenses, Registrations:** N/A
- **Travel:** Must be able and willing to travel (overnight and possible weekends); 20% of travel. Travel costs and mileage are employer paid.


Environmental

- **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 talk or hear. The employee is frequently required to sit for longer periods of time. The employee is occasionally required to stand and walk (includes maneuvering through airports and hotels). The employee must occasionally lift and/or move up to 25 pounds.

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- Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate and typical of that found in an office environment.

<<END>>

Approved by COO:		Title	Date
Print Name:	Signature:		
Patricia Bernstein		COO	11.8.2019