



Job Description for: Donor Partnership Director

Reports To: CEO

Fulltime Position, based in Everett, WA with Excellent Benefit Package

Salary: \$50,000 annually

General Job Purpose Summary Statement

The Everett Gospel Mission is positively impacting the future of persons experiencing homelessness every day. EGM's primary support comes from individual households and businesses throughout Snohomish County. The Donor Partnership Director's (DPD) focus will be on managing, growing and developing individual major donor relationships to support the annual and growth goals of EGM.

Primary Responsibilities:

- Develop EGM's major gift program and new relationships in Snohomish County
- Manage and effectively track a comprehensive pipeline of relationships, prospects and donors
- Utilization of major donor tracking program
- Identify and qualify prospects capable of making significant gifts
- Work with leadership to develop individual major gift strategies for cultivating, soliciting and stewarding major gift prospects
- Identify and cultivate sponsorships for major programs and events
- Maintain a high level of personal contact with new donors with an emphasis on building strong relationships, upgrading and renewing gifts through personalized correspondence, telephone calls and visits
- Other duties as assigned

Job Qualifications/Requirements

Personal Characteristics:

- Passionate heart for social justice in a Christian context
- Able to maintain confidentiality
- Emotionally mature and resilient; capable of handling pressure
- Strong sense of professional ethics and personal stewardship of ministry resources

Professional Characteristics

- BA/BS or commensurate professional experience
- Five (5) or more years of professional experience in development, marketing, fundraising or sales
- Exemplary communication, writing and interpersonal skills
- Exceptional attention to detail
- Ability to prioritize and manage multiple priorities
- Excellent computer skill and advanced proficiency with Microsoft Office
- Flexibility and ability to work independently

This description is intended to outline the general nature and level of work being performed by employees, and is not to be understood as an exhaustive list of responsibilities, duties, and skills required of a person in the position. This description does not establish a contract for employment and is subject to change at the discretion of EGM.

- Demonstrated ability to work as a self-motivated team player with minimal supervision and measurable success
- Ability to travel locally, with some evening and weekend work required
- Experience working with capital campaigns a plus but not required
- Demonstrable understanding of customer service/donor management software

COMPENSATION:

FT Salary Exempt starting at \$50,000 annually

Fully paid medical and dental insurance for employee.

Paid time off includes sick time and 2 weeks vacation that scales up over time of service.

Disability and life insurance.

403(b) plan eligibility after 1 year of service that includes employer contribution and matching contribution.

OUR MISSION

The Everett Gospel Mission engages with the community to alleviate poverty.

TO APPLY

Please email the following to makeadifference@egmission.org:

- a cover letter that includes an answer to what excites you about building relationships with supporters of the Everett Gospel Mission's efforts to alleviate poverty.
- a resume with relevant experience and education

*All offers of employment are contingent on satisfactory results of a drug screening and criminal history background check.

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