



15279 Alton Parkway, Suite 300  
Irvine, CA 92618

[freewheelchairmission.org](http://freewheelchairmission.org)

Job Title: Major Gifts Officer  
Location: Free Wheelchair Mission, Irvine CA

Reports To: National Director of Development  
Status: Full Time Exempt

*Free Wheelchair Mission (FWM) is a humanitarian, faith-based, non-profit organization based in Irvine, California, USA. Our mission is to “Transform lives through the gift of mobility to people with disabilities living in developing nations as motivated by Jesus Christ.”*

Job Summary:

We are seeking a metrics-driven major gifts professional driven to help impact and expand the capacity nationwide who will do the following: manage and develop a comprehensive donor development program that identifies, engages, ministers to, develops, and grows current and potential mid and major donors; and develop and execute strategies for each portfolio donor with the goal of securing new 4 and 6 figure gift. An essential part of the position will be to retain new donors, increase their involvement, and raise total contributions.

Responsibilities:

- Effectively manage and cultivate a personal portfolio of 150-200 existing donors while increasing current portfolio giving.
- Successfully manage a portfolio of major gift prospects and current donors to meet philanthropical goals for the region and track fundraising activity through donor base software.
- Identify prospects and cultivate via in-person visits, telephone and email communication, and engagement opportunities.
- Help plan, execute cultivation, outreach strategies and special events for major donor prospects.
- Available to travel internationally as well as to local and regional events for fund development purposes.
- Engage in activities that focus on maximizing potential gifts over the long term.
- Successfully move donors through donor continuum.
- Meet annual established goals.
- Other duties and tasks assigned by direct supervisor.
- Occasional evenings and weekends required.
- Share the message of Free Wheelchair Mission and our vision.

Minimum Experience and Required Skills:

- Must be a self-motivated professional with a proven success record with fundraising.
- Possess a strong work ethic, have confidence, take initiative and be an enthusiastic team player.
- Strong computer skills in Microsoft Word, Zoom, Outlook and Excel and proficiency in using computer software and knowledge of donor base management. Salesforce experience is preferred.

- Superior interpersonal communication and relationship building skills.
- Bachelor's degree and a minimum of 5 years' relevant work experience.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to **50** pounds.

Compensation:

Dependent upon qualifications and experience.

How to Apply:

Please send cover letter and resume addressing your experience in regard to the responsibilities and qualifications listed above to **jobs@freewheelchairmission.org** with **Major Gifts Officer** in the subject line.

No phone calls please.

Free Wheelchair Mission is an EQUAL OPPORTUNITY EMPLOYER. This position is employed "at will" by Free Wheelchair Mission.