



15279 Alton Parkway, Suite 300

Irvine, CA 92618

freewheelchairmission.org

Job Title: Development Officer – Churches
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:

Manage and develop a comprehensive donor development program that identifies, engages, ministers to, develops, and grows current and potential donors. An essential part of the position will be to build the number of current donors, increase their involvement, and raise total contributions. This position is also responsible for the development and leadership of outreach to church groups in CA, and out-of-state as needed. Provide support and encouragement to churches and individuals currently involved with FWM and solicit involvement from those who are not familiar with the mission.

Responsibilities:

- Develop strategies for cultivating, soliciting, stewarding churches and individuals.
- Establish and develop strong relationships with churches by identifying partnerships within Orange County and out-of-state as needed to drive both major and monthly giving.
- Maintain consistent and accurate recording of all communications and activity in database.
- Lead staff and ministry in how our story can best be communicated to our churches through various marketing channels and print materials, including fundraising and educational pieces for children, youth, and adults.
- Maintain the integrity of donor relationships and maintain correspondence
- Conduct at least four face-to-face meetings with potential and/or existing churches each week
- Sunday work will be required.
- Ensure that fund development is carried out in keeping with FWM’s mission, vision, and values.
- Available for occasional domestic and international travel, including weekends, to speak on behalf of Free Wheelchair Mission at churches
- Participate and attend staff development and fundraising events.
- Perform other administrative duties as assigned in support of daily job duties by direct supervisor.
- Share the message of Free Wheelchair Mission and our vision.

Minimum Experience and Required Skills:

- At minimum of at least 3 - 5 years in sales or major giving in nonprofits.
- Successful church-based or missions fundraising.
- Demonstrated leadership experience in ministerial environments highly desirable .
- Working knowledge of church organizational and decision-making processes.
- Familiarity with denominational distinctive, staff positions and responsibilities.

- Experience in the non-profit or philanthropic sectors highly desirable.
- Bachelor's degree (B.S. / B.A.).
- Ability to identify, acquire and steward gifts from both individuals and groups.
- Outstanding verbal, written, and e-mail communication skills that can articulate a compelling case for donating to Free Wheelchair Mission.
- Ability to manage multiple tasks simultaneously, problem solve, and work as part of a team.
- Follow-up with prospects and establish new donor groups within churches.
- Excellent interpersonal skills and ability to interact diplomatically with diverse donors and groups.
- Intermediate computer skills in Microsoft Word, Outlook and Excel and proficiency in using computer software and knowledge of donor base management; experience with Salesforce database a plus.
- Willingness and available to work occasional evenings and weekends.

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:

Salary 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 **Development 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.