



15279 Alton Parkway, Suite 300  
Irvine, CA 92618

FreeWheelchairMission.org

**Job Title:** Development Officer  
**Location:** Free Wheelchair Mission, Irvine CA

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

*Free Wheelchair Mission 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.”*

*There are an estimated 75 million people around the world today in need of a wheelchair. We are focused and committed to being a leading provider of mobility in developing countries, but beyond placing a recipient in a wheelchair, we are bringing transformation that opens doors to education, employment opportunities, and community that these individuals only dreamed of before receiving the gift of mobility.*

*Free Wheelchair Mission is seeking a Development Officer who not only meets the requirements of the job but has an interest in being part of an organization that is making a significant difference in the lives of individuals in need throughout the world.*

#### Job Summary:

The Development Officer will initiate, develop, and grow fundraising and relationships with donors whose giving capacity up to \$5,000 annually with the goal of fostering a greater partnership. The identification and transition of donors from base to mid-level will primarily be done through engagement via phone.

#### Responsibilities:

- Successfully manage a portfolio of prospects and donors valuing a minimum of \$300K with annual growth expectations.
- Responsible for achieving a weekly call goal: approximately 60-100 or more calls per week, with quality interaction and relationships established with donors in portfolio (700-1000 donors).
- Responsible for identifying potential major donors and collaborating with the Major Gifts team to move 5-10 or more donors to a Major Gift Officer.
- Engage with high value leads to qualify them for the foundations portfolio, church portfolio and ambassador portfolio.
- Plan and implement portfolio moves management strategies to ensure assigned donors are cultivated toward their full giving potential, identifying potential major donors to the organization.
- Actively use CRM system to manage donor relationships.
- Meet annual established goals.
- Seek and, as approved, annually participate in additional learning and development opportunities related to FWM and the fundraising industry.
- 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 proven success with fundraising/sales, client management, customer service or related field.
- Ability to work with minimal supervision.
- Ability to work non-standard business hours to accommodate donor schedules.
- 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.
- Outstanding verbal, written, and e-mail communication skills that can articulate a compelling case for donating to Free Wheelchair Mission.
- Bachelor's degree preferred.

### 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.

All Free Wheelchair Mission employees who will engage in international travel are required to have an up-to-date, complete COVID-19 vaccination based on CDC and medical guidelines.

### Compensation:

Depending upon qualifications and experience, \$65,000-\$75,000 annually.

### How to Apply:

Please send a cover letter and resume addressing your experience in regard to the responsibilities and qualifications listed above to [jobs@freewheelchairmission.org](mailto: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.