



15279 Alton Parkway, Suite 300  
Irvine, CA 92618

FreeWheelchairMission.org

**Job Title:** Development Officer - Major Gifts

**Reports To:** Director of Development, Major Gifts & Institutional Giving

**Location:** Free Wheelchair Mission, Irvine CA

**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 - Major Gifts 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 - Major Gifts will be a metrics-driven professional who will help impact and expand the capacity nationwide by doing the following: manage and develop a comprehensive donor development program that identifies, engages, ministers to, develops, and grows current and potential major donors giving \$5000+ annually; 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:**

- Successfully manage a portfolio of donors valuing a minimum of \$600K+ with annual growth expectations.
- Identify high prospects and cultivate via in-person visits, telephone and email communication, and engagement opportunities.
- Collaborate with Development Officers to move mid-level donors to higher giving at the major gifts level.
- 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.
- Leverage current donor's networks to locate new giving prospects capable of becoming donors to FWM.
- Plan and implement portfolio moves management strategies to ensure assigned donors are cultivated toward their full giving potential, growing major donors.
- 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 a proven success record with fundraising.
- Non-profit experience preferred.
- 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.
- Outstanding verbal, written, and e-mail communication skills that can articulate a compelling case for donating to Free Wheelchair Mission.
- 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.

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, \$70,000-\$80,000 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 - Major Gifts** 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.