



## **Covenant House Florida - Major Gifts Officer**

**POSITION TITLE:** Major Gifts Officer  
**DEPARTMENT:** Development  
**REPORTS TO:** Development Director

### **JOB DESCRIPTION**

Covenant House Florida (CHF) is a nonprofit organization that serves at-risk homeless and trafficked youth living on the streets of Florida. The Fort Lauderdale Campus (established in 1985) serves youth from Broward, Palm Beach and Miami/Dade counties.

### **PRIMARY FUNCTION OF POSITION:**

The Major Gifts Officer develops and manages a portfolio of key donors through a moves management process, leading them on a donor journey to maximize their lifetime value

### **JOB DUTIES:**

Duties and responsibilities include but are not limited to:

- Thoughtfully Plan. Create a plan of cultivation, solicitation and stewardship and then faithfully and, on a timely basis, execute that plan to retain and upgrade supporters
- Cultivate + Solicit. Build relationships with donors and ask them to make 5-figure+ contributions to Covenant House and, when appropriate, name Covenant House as a beneficiary in their estate planning
- Steward, communicate with, educate, inspire and celebrate donors to give consistently and more.
- Achieve Results. Be accountable and responsible for results in fundraising for the donors on the assigned portfolio.
- Track. Ensure that information regarding donors and prospective donors learned in the course of cultivation is added to Covenant House's database.
- Learn. Attend fundraising seminars and or trainings that are relevant to the position.
- Collaborate. Perform other duties as assigned by Senior Leadership or requested by fellow members of the Covenant House Community.

### **KNOWLEDGE, SKILLS & ABILITIES**

- 4-5 years of fundraising experience with a proven track record of raising major gift funds are preferred
- Very likable and uniquely people-oriented with a natural and innate desire to connect, chat and build relationship
- Ability to excite anyone about our mission and provide them with a unique experience as a supporter
- Available to work a flexible schedule including weekends, evenings, and night hours as needed.

- Ability to travel regularly throughout Florida
- Valid US Drivers License
- Must be dedicated to the mission of Covenant House
- Profound and demonstrated commitment to human service and social change
- Knowledge of MS Word, Excel and PowerPoint and the Google Office Suite
- An incredible passion for our mission that invigorates and excites everyone with whom you share it
- Outstanding communication skills, articulate and persuasive, with well-honed relationship building skills
- Drive and sophistication, excited by the opportunity to help shape the future of the fundraising department and the organization as a whole
- A team-orientation and strong work ethic, essential for this demanding environment that continually strives for excellence
- Highly developed interpersonal skills with the presence and personal style to represent the organization to multiple constituents

#### MINIMUM EDUCATION & EXPERIENCE

- Bachelor's Degree
- At least 4-5 years of fundraising or sales experience

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 Covenant House Florida  
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#### **About Strategic Philanthropy:**

Strategic Philanthropy, Inc. a south Florida based company, was founded on the belief that effective corporate giving can be so much more than simply writing a check to charities and nonprofits who ask for your help or involvement. It is our belief that when a company aligns its charitable giving with a strategic approach and measurable outcomes, the power of giving enhances a company's brand, image and strengthens the relationships and partnerships within the community.

In short, Strategic Philanthropy gets hired by companies to give away their money to nonprofits that meet a company's business goals and objectives. As you can imagine, we have many relationships with the nonprofits in our community. We value all of the programs and services they have to offer and work with them to help promote positions that are available within their organization so that they may find the best talent possible.

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