

## Donor Relations Director

Mission Aviation Fellowship (MAF), a Christian nonprofit organization founded in 1945, is seeking people who share our desire to see isolated people changed by the love of Christ. MAF operates globally, with its headquarters located in Nampa, Idaho. MAF's core values are: we follow Jesus, we serve together, we commit to a higher standard, and we value each other. This position is a vital part in serving together to bring help, hope, and healing through aviation.

### A Brief Overview

The Donor Relations Director is responsible for managing a portfolio of donors and foundations to enhance engagement and develop relationships, focusing on major gifts and customized funding proposals. Conducts personal visits to donors and foundations and articulates ministry opportunities in alignment with strategic priorities. This role serves as an essential part of the work of MAF so that the Gospel is proclaimed and God's Kingdom is extended.

This position requires an active commitment to the mission, values, and doctrinal stance of MAF. In the course of performing job duties, the employee will act in a manner that is Christ-honoring as well as Christ-like, demonstrating a personal Christian faith and witness in all interpersonal interactions.

### Essential Duties

- 75% Fund Development
  - Manages a portfolio of donors and foundations to enhance engagement, increases donation levels, and retains donors including qualifying potential managed donors.
  - Develops relationships and raises major gifts through a structured program of personalized communications and visitation, as well as donor involvement through vision trips and field visits.
  - Sets up donor giving goals and touch points for calendar year and tracks and follows the annual relationship development process for each donor in a portfolio.
  - Presents planned giving options to donors, and assists with gift design, whether current asset, estate, in-kind, or cash gifts
  - Creates customized funding proposals and reports for donors and foundations in assigned portfolio.
  - Ensures that donors and foundations receive appropriate, consistent recognition and an accounting of the impact that their gift has on MAF needs.
  - Articulates organizational views on behalf of MAF executive leadership.
  - Shares clearly articulated ministry opportunities needing major gifts, according to funding priorities and projects established by management.
  - Plans all personal contacts and communications with each prospective donor and foundation in the assigned portfolio by reviewing giving history and profile supplied by and/or database that includes giving potential, special interests, and involvement. After each contact, records notes from visit and next step to be taken by the Donor Relations Director.
  - Prospects for new and lapsed foundations
  - Obtains leads and referrals from existing and prospective donors.
  - Evaluates giving potential, anticipates next opportunity and prepares for the next gift.
  - Sends personalized reports, when needed, to each donor and foundation, and according to relationship development program.
  - Tracks donor and foundation interactions and adjusts cultivation strategies to meet changing needs and opportunities.
  - Recommends and accompanies the CEO or VP on donor visits.
- 25% Administration
  - Enters notes in donor management software and next steps after each meeting, e-mails, texts, and phone calls to donors and foundations.
  - Participates in portfolio reviews with the Director of Donor Relations and Strategic Giving
  - Serves on project team or lead with donor events/desserts.
  - Plans and attends events as it pertains to networking, outreach, board dinners, etc.

- Contributes to team meetings and activities to propel strategy, encourage collaboration, and build community with colleagues.

### **Qualifications**

- Bachelor's degree in fields such as business, non-profit management, ministry or missions, communications, or community development, or equivalent combination of education and experience required.
- 4 years experience in fundraising, portfolio management, customer service, and client relations required.
- 3 years nonprofit experience required.
- 1 year experience writing general donor communications required.
- 1 year using donor management system software preferred.
- 1 year experience in project planning and coordination preferred.

### **Skills**

- Advanced ability in comfortably relating to high net-worth individuals.
- Intermediate knowledge/understanding of planned giving instruments.
- Advanced knowledge/understanding of Capital Campaigns solicitation.
- Advanced skill in portfolio management and donor cultivation
- Advanced ability in enthusiastically presenting the evangelical ministry of MAF.
- Intermediate skill in experience using CRM systems.
- Intermediate knowledge/understanding of soliciting donations.
- Intermediate ability in goal setting and timely achievement of goals
- Advanced skill in customer Service

### **Competencies**

- Respects the confidentiality of information or concerns shared by others.
- Notices accurately interprets what others are feeling, based on their choice of words, tone of voice, expressions, and other nonverbal behavior.
- Understands the unspoken meaning in a situation.
- Makes others feel comfortable by responding in ways that convey interest in what they have to say.
- Tailors the content of speech to the level and experience of the audience
- Expresses ideas clearly and concisely in writing
- Identifies and presents information or data that will have a strong effect on others.
- Tries to build relationships with people whose assistance, cooperation, and support may be needed.

### **Physical Requirements**

- Occasionally lifting, carrying, pushing, or pulling up to 25 lbs.
- Frequently sitting and occasionally climbing, standing, walking, stooping, and crouching

### **Travel Requirements**

- Frequent domestic travel with significant overnight travel to attend meetings, make presentations, interact with people and set-up, and/or attend a variety of unique events
- in various locations throughout their territory of service.
- Infrequent international travel with major donors on vision trips and assist with being attentive to and taking care of the needs of major donors.
- Valid driver's license required to drive cars to visit donors, attend meetings and events, etc.

### **Starting Pay Range**

\$69,118 to \$80,638 annually DOE

MAF is committed to paying our team members competitively to the industry market and to being a market leader in benefits and work/life balance programs. Consistent with our value..." We commit to a high standard," MAF's Total Rewards Philosophy is designed to maintain and improve our market competitiveness in the NGO sector to attract and retain our most critical resource - our people.

MAF is committed to creating and maintaining a work environment free from any form of unlawful discrimination or harassment. As a faith-based religious organization pursuant to the Civil Rights Act of 1964, Section 702 (42 USC @2000e), MAF has the right to and does solely hire candidates who agree with our Statement of Faith and agree to abide by our Standards of Conduct.

MAF expects all MAF staff to comply with its Safeguarding Policy. This includes proper moral and ethical conduct towards all children and vulnerable adults, in all circumstances and in all relationships. In addition, all MAF staff have a responsibility to seek to prevent any form of abuse, to raise any ongoing concerns, and to report any harm, abuse, or neglect to children or vulnerable adults, discovered or reasonably suspected. Violations of this policy will be subject to corrective action up to and including termination of employment.

MAF seeks to create a workplace that is intentional about Kingdom Inspired Diversity. Our commitment to our employees extends to their opportunities for personal and professional growth and development. We will make reasonable accommodation for qualified individuals with known disabilities, unless doing so would result in undue hardship to the organization.