

PURPOSE OF POSITION

To generate and cultivate relationships with major donors at the individual, corporate, and foundation levels to support the vision, mission, and works of Watered Gardens and the True Charity Initiative.

RESPONSIBILITIES

- Generate new major donor connections
 - Research & initiate introductory calls/emails
 - Generate 16-24 major donor prospect meetings per year
- Assist VP of Advancement with cultivation of current major donor relationships
 - Create and schedule follow-up email and phone call strategy
 - Improve major donor retention
- Generate new foundation and grant leads
 - Research and submit LOIs
 - Submit 6 new grant applications per year
- Assist VP of Advancement with cultivation of current foundations and grantmaker relationships
 - Schedule, write, edit, and submit grant applications
 - Improve grant retention

ORGANIZATIONAL RELATIONSHIPS

The Director of Major Gifts reports directly to the Vice President of Advancement and fulfills this role for both Watered Gardens Ministries and the True Charity Initiative.

Over time, the Director of Major Gifts will establish a team to include a Personal Assistant (2023), a Donor Cultivation or Connections Manager (2023), and a Grantwriter (2024).

JOB REQUIREMENTS

- Experience managing a team
- Proficiency in operation of MS Office & G-Suite applications
- Proficiency in operation of iWave (or a similar prospecting software)
- Proficiency in operation of DonorSnap (or a similar donor database system)
- Experience in donor research
- Experience in building new partner relationships
- Excellent communication skills, both written and oral
- A servant's conduct