



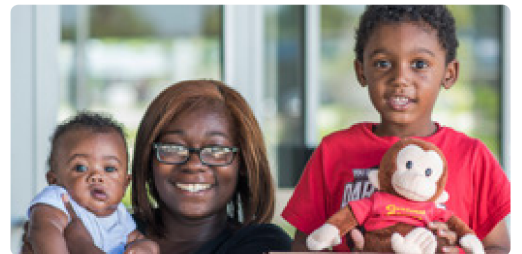
Union Mission Ministries



For more than **130** years, Union Mission Ministries has compassionately served men, women, and children without a home and with nowhere else to turn.

Major & Mid-Level Gift Officer

A frontline fundraising role focused on building donor relationships, inspiring transformational giving, and growing long-term support.



Submit your Personal Testimony and Resume to Recruiter@FitFundraising.com

Join a **mission-driven team** making a lasting impact.

Major & Mid-Level Gift Officer

Position Description



POSITION SUMMARY

The Major & Mid-Level Gift Officer is a frontline fundraiser responsible for managing a hybrid portfolio of mid-level and major donors. This role blends relationship-building, strategic outreach, and thoughtful stewardship to inspire transformational giving. This professional will cultivate relationships, drive donor retention, and systematically upgrade supporters. The ideal candidate balances mass-personalization strategies for mid-level donors with highly customized, face-to-face cultivation for major gift prospects. **Reports to: Chief Development Officer**

KEY RESPONSIBILITIES

Portfolio Management & Cultivation

- Manage a blended portfolio of 250–400 mid-level (\$1,000–4,999) and major (\$5,000+) donors.
- Build customized moves management strategies to deepen donor relationships.
- Travel and conduct in-person, phone, and virtual meetings with top prospects.
- Anticipated schedule: 3 days in the field and 2 days in the office each week.
- Personally manage a portfolio of 100 major donors and 250 mid-level donor relationships; expected to conduct 2 donor meetings per week (100 annually).
- Direct the coordination of fundraising activities and create opportunities for staff involvement.
- Qualify new prospects from lower giving tiers to build a healthy pipeline.
- Ensure prompt, accurate recording of donor communications, strategic plans, and next steps.
- Develop a vibrant pipeline of future major gift partners by fostering deeper relationships with mid-level contributors, event participants, and mission-driven advocates.
- Familiar with internal teams to use data insights for refined donor segmentation and targeted outreach.

Solicitation & Income Generation

- Execute direct solicitations to meet annual fundraising goals.
- Present diverse giving options, including multi-year pledges, corporate matching, and planned giving.
- Brief executive leadership for high-stakes major gift asks.

Data Administration & Reporting

- Track donor touchpoints, pipelines, and proposals in the CRM database.
- Review wealth screening data to discover untapped giving potential.
- Provide accurate weekly and monthly progress reports detailing pipeline activities and forecasts.

QUALIFICATIONS & SKILLS

- Experience: 3–5+ years in nonprofit fundraising, sales, or account management, with the ability to engage high-net-worth individuals through a professional and genuine approach.
- Self-directed professional with strong organizational skills and the ability to navigate complex priorities and deadlines.
- Track Record: Proven success in securing four- and five-figure individual investments.
- Communication: Warm, friendly, and conversational; active listener, respectful and punctual.
- Technical: Fluency with donor databases and Microsoft Office Suite
- Travel: Willingness to travel regionally and work occasional evenings; must provide reliable transportation.

COMPENSATION & BENEFITS

Our team members benefit from a robust package including PTO, medical, dental, vision, and life insurance, alongside long-term disability coverage.

Union Mission Ministries is a privately funded 501(c)3 Christian ministry. Our designated purpose is religious. We consider every position essential in the fulfillment of our ministry and mission statement. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must:

- Be able and willing to share the Gospel and participate in the ministry activities of UMM.
- Submit a testimony of salvation experience along with a resume.
- Subscribe to Union Mission Ministries' Statement of Faith and Qualifications for Employment upon hire and continuously while employed.
- Adhere to the UMM Employee Handbook.

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