



Major Gifts Officer
Job Description, April 2022
Reports to: Executive Director

Rooted in the love of Christ, the three sites of Lake Wapogasset Lutheran Bible Camp, Inc. (LWLBC) are an invitation to go deeper—to experience high adventure, wide community, and deep faith moments that transform lives. In this position you will lead the effort to identify and cultivate relationships and resources which support a vibrant ministry for people of all ages.

Office Location: This position requires close proximity to the Twin Cities metro area and flexibility to travel between Amery, WI and Grand Marais, MN.

Desired Qualifications:

- A desire to work in a Christian, faith based organization.
- Effective communication skills to include ability to deliver written and verbal presentations; an effective storyteller.
- Experience soliciting individual gifts of \$1,000 and more
- Ability to work with a diverse population.
- Maturity of judgment and commitment to risk management policies and procedures.
- A team player, enthusiastic & creative with a commitment to current best philanthropic practices.
- Minimum 3 years of successful fundraising or relationship-based revenue-generating experience. Motivated by measurable outcomes with strong personal relationship, marketing and networking skills.
- Eager, competent listener who asks the right questions to start important conversations.
- Focused, efficient and effective in managing time, projects, communication, resources, and technology.

General Responsibility / Purpose

To advance the mission, vision, strategic direction, goals and objectives of Lake Wapogasset Lutheran Bible Camp by securing a steadily increasing proportion of the ministry's revenue from larger gifts. Works to foster an environment that cultivates our mission, "Places of Grace Forming People of Faith".

Essential Function:

Works with the Director of Development to inform strategic and annual plans, and identify and evaluate the Development programs that will best address organizational goals and objectives.

Works with colleagues and volunteers to plan and implement relationship-building, major gift and planned gift fundraising programs the meet unrestricted, restricted giving, and endowment objectives.

Specific Responsibilities:

Primary responsibility for securing unrestricted, restricted and endowment gifts through:

- personal, face-to-face cultivation and gift invitation visits
- capital, endowment and other project-focused campaigns
- strategic congregations and other organizations with higher philanthropic capacity
- planned giving prospects and programs
- participate/engage donors in organization events and activities as a means of cultivating relationships
- additional responsibilities as assigned in strategic and annual plans.

Spends the majority of time in face to face donor discovery, cultivation and gift invitation activities. Interactions are managed and reported in the donor database in a timely manner.

Manages a portfolio of 150-200 major gift prospects, and works with the 'moves management team' to develop and implement strategies that lead to growing competency and effectiveness in major gifts work and planned giving work across the organization.

Helps develop and participate in an ongoing member congregation partnership plan with the development team and program teams. These efforts will help; deepen partnership relationships, help inform the congregation of programs and opportunities at our sites, encourage financial support for the ministry, and to listen to the ongoing needs and changing cultures of our congregations.

Other duties as deemed necessary.