



**Organization:** Methodist Children's Homes (MCH)

**Position Title:** Major Gift Officer

**Job Status:** Part-Time with Benefits

**Reports to:** Executive Director

**Location:** Fully remote position based near Jackson, MS. Regular state-wide travel required.

**About:** Methodist Children's Homes has been providing care and love for children and families in Mississippi since 1896. Originally an orphanage, MCH has cared for more than 11,000 children for over a century. The legacy of Methodist Children's Homes has always been that of Christ-centered, generous love – something that will never change.

**Mission:** Through Jesus Christ, Methodist Children's Homes brings hope and healing to hurting children in Mississippi.

**Summary:** As our inaugural Major Gift Officer, you will design, develop, and implement our very first major gift program.

You'll be responsible for both identifying new major gift prospects as well as qualifying existing donor relationships.

### **In this role, you get to:**

- Help our donors accomplish their philanthropic goals and ambitions through a relationship with MCH
- Work with the Executive Director to align efforts and set goals
- Build and qualify a portfolio of donors and prospects from whom you will secure major gifts dependent on goals set with Executive Director
- Create and implement moves management plans
- Make direct, face-to-face solicitations, and assist the board and other staff with their solicitation (e.g. provide portfolio development support, strategic counsel, and help with donor communications)
- Represent Methodist Children's Home in the Mississippi community and communicate the important work being done on behalf of Mississippi children.
- Manage systems and software to track and cultivate donors and prospects, including Blackbaud Raiser's Edge donor database and wealth screening tools
- Other duties as assigned

### **Who Are You?**

- You are a results-driven builder and thrive in creating something from the ground up!
- People have asked if your middle name is "Relationship-Builder."
- You are a self-starter who is open to new ideas, whether they're yours or a team member's.
- You're a true people person with an outgoing nature. You're a self-starter and are driven by results.
- You can make and keep friends. You establish and maintain good working relationships throughout the organization and with outside constituencies.
- You are organized, prepared, detail-oriented and follow through on promises.

**Desired Qualifications:**

- A minimum of three years' experience in fundraising or a minimum of five years' experience in a related field.
- Experience using a donor database, conducting prospect research and using other wealth screening tools to aid in your moves management process.
- Strong written communication skills with a keen understanding of how to write to, and connect with, difference audiences.
- Experience working with high impact, influential individuals.
- Passion for human services to vulnerable populations.
- A bachelor's degree or higher.
- Experience with Raiser's Edge software a plus.
- A valid driver's license and ability to travel state-wide.

**Working Conditions:** Candidates should have ability to work evenings and weekends on occasion to accommodate donor schedules and events.

Week-long Mandatory Child Protective Services training is required in Jackson before employment may begin.

**Compensation:** The annual salary range for this part-time position starts at \$40,000 and will be based on experience.

MCH offers generous benefits and PTO package.

**To apply:**

Arthur Alley has been retained by Methodist Children's Home to assist with professional recruitment. All applications will be kept confidential.

Please apply [here](#).