

# CONCERNED WOMEN *for* AMERICA

## Major Gift Officer

### About Concerned Women for America

We are the nation's largest public policy women's organization, and we lead a movement dedicated to impacting the culture for Christ through education and public policy.

We work tirelessly for the core issues of the sanctity of life, defense of the family, education, religious liberty, national sovereignty, opposing sexual exploitation, and support for Israel. We know that educated and empowered women are better able to raise healthy, educated, and confident children and that their voices need to be heard for the benefit of society at large. We're making an impact together.

We exist to promote Biblical values and Constitutional principles through prayer, education, and advocacy.

We believe the women of America have great influence in this world, having a powerful voice in the affairs of this nation and on behalf of women abroad. We love being their voice in Washington and beyond. We believe change starts with each woman ... and we love being her heels on the ground in Washington, D.C., and beyond.

We provide our employees with meaningful opportunities to learn and grow. We especially encourage persons of diverse backgrounds to apply. Read more from our President and CEO, Penny Young Nance, below.

### Overview of Our Need

Effective fundraisers are essential to our success and report to the Vice President of Advancement and External Relations. We need a Christ-centered, energetic self-starter who is able to travel. An individual with a "team player" mindset who does not require a lot of supervision and possesses excellent communication, interpersonal and organizational skills will be a good fit.

## Responsibilities of the Position

- Work with donor relations team to raise annual major gifts budget (currently \$4.2 million) through requests for direct support, grant proposals and sponsorship opportunities.
- Travel to make direct and specific asks, build relationships with donors, and express gratitude for past support.
- Manage a portfolio of supporters for whom you are responsible for being the primary point of contact.
- Manage portfolio of donors and prospects with effective cultivation and stewardship including regularly sending thank you letters in a timely fashion to supporters on behalf of their faithful gift(s) to CWA. In addition, you will make phone calls and engage in other forms of communication to thank and update our supporters on the work of your colleagues.
- Have a working knowledge of the federal government and willingness to learn CWA's issues well in order to communicate the work we do to CWA supporters.
- Always represent CWA with grace and dignity.
- Participate in planning and executing donor events both in Washington and in your territory.
- Seek sponsorships for field conferences and events.
- Write proposals for major supporters.
- Maintain confidentiality and accuracy of data.
- Participate in team meetings and CWA events.
- Bring an "above and beyond" work ethic and attitude.

## Qualifications of the Applicant

You have 3+ years of work experience with nonprofits, preferably in the fundraising field. A bachelor's degree is preferred.

You must be travel hearty. This role requires a considerable amount of travel, while primarily traveling alone. You must be ready mentally and physically to make fast travel plans around your region while still maintaining a high level of "go getter" attitude upon arrival to your destination.

You thrive in fast-paced work environments and excel at customer service.

You put others before yourself, seeking to showcase the work of others rather than to attract attention for yourself. You are not a "Here I am!" kind of person, but rather a "There you are!" kind of person.

Your excellent interpersonal and communication skills are one of the skillsets of which you are most proud, as well as your polite, friendly demeanor. You are diplomatic and sensitive to communicating appropriately in a variety of situations.

You must be able to communicate well with a wide variety of people with an ability to present effectively one-on-one and in small groups.

You have both the ability and desire to foster strong working relationships within a team environment and seek to draw out the best in your fellow team members.

You are the personification of a “team player” and look out for the interests of others as much as your own. People who know you well would characterize you as a giver, not as a taker.

You are skilled at prioritizing your work for maximum effectiveness.

You are motivated and a self-starter who does not need constant supervision and who seeks to make the most of every opportunity a workday affords.

You have strong analytical skills and the ability to analyze data and information. You are knowledgeable in customer management systems.

You enjoy organizing information, and you know how to perform mail merges and are comfortable using donor management software.

You are sensitive to the confidential nature of development work and use discretion in communicating with or about high capacity donors whose information must not be shared. You use wisdom in communicating with volunteers, staff, prospective donors, and others as well.

You believe in conservative Biblical principles and care about the intersection of those principles with public policy. You embrace who CWA is and where we are going. You are inspired by the work we can do together to impact our culture for Christ.

## Application Process

To apply, first familiarize yourself with CWA’s website ( [www.concernedwomen.org](http://www.concernedwomen.org) ). Email any questions or a copy of your cover letter and resume/CV including three references to Annabelle Rutledge, Vice President of Advancement and External Relations: [arutledge@cwfa.org](mailto:arutledge@cwfa.org).

## A message from Penny Nance, President and CEO of Concerned Women for America

As President and CEO of CWA, I would like to thank you for your interest in joining with us on our journey to impact our culture for Christ as the voice of conservative Christian women across America. CWA’s vision of a world in which every human life is valued, family is held sacred, and our nation’s history is honored is at the core of who we are. We are always looking to join hands with experienced professionals who want to add their energy to our work and are so pleased you are considering Concerned Women for America as your potential employer. The position of Major Gifts Officer is critical to our mission and vision. I welcome your interest in joining a diverse, talented, professional and motivated team.