

Title: Director of Major & Planned Gifts
Reports to: Director of Development & Communications
Organization: Christian Service Center for Central Florida
Location: Orlando, FL
Hours: Full time – flexible to work hybrid, or part-time
Salary: \$80,000 with built in bonus targets

Position Summary

Join one of Central Florida's oldest and most established social service agencies in our effort to combat homelessness by getting individuals into housing rapidly. Our mission is to prevent homelessness, combat poverty, cultivate self-sufficiency, restore hope and glorify God through the faithful provision of services that directly address physical, emotional and spiritual needs for families and individuals who are struggling in Central Florida. With locations in Downtown Orlando, Winter Park and Ocoee the Christian Service Center has been serving Central Florida families with compassion and care for more than 52 years.

The Director of Major & Planned Gifts will have a focus on managing a five step Moves Management process for all Development Staff. The right candidate for this position will also inspire community members, supporters, volunteers and staff to rally around our organization's mission. The Development Staff is part of the Development & Communications Committee of the board, chaired by the Executive Committee (Parks Bennett). The Development Staff consist of the following positions and current staff:

Executive Director – Eric Gray
Director of Major & Planned Gifts – TBD
Director of Development & Communications – Bryan Hampton
Donor Relations Manager – Esthere Francois
Grants Manager – Clay Williams
Development & Events Coordinator (part-time) – Natasha Steger

The Director of Major & Planned Gifts will create and manage planned giving protocols to achieve the annual development plan. This will include scheduling meetings with prospective major donors to meet with the Executive Director, Director of Development & Communications, or key Board Members and themselves.

The Executive Director, Eric Gray, is a 25-year veteran of the non-profit sector, having come up through professional development and spends half or more of his time in this area. Our Jan-Dec 2024 Revenue Goal is \$3.92 million compared to a 2023 actual of \$2.95 million. The 2024 Goal includes \$2.27 million in grants accounted for in the new year.

Chief Responsibilities and Duties

Essential Duties and Responsibilities:

- Identify and secure major gifts and multi-year pledge commitments
- Identify and cultivate new relationships with potential donors, community leaders, and current donors
- Maintain proper major donor correspondence and acknowledgement
- Oversee the Moves Management process for all Development Staff, utilizing DonorPerfect software



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- Make introductions as needed and schedule meetings for the Executive Director, Director of Development & Communications, and key Board Members with prospective Major Donors
- Attend networking events and community functions as needed to represent Christian Service Center, develop new relationships, raise awareness, and identify potential philanthropic and collaborative partnership opportunities
- Actively and creatively work within the Development Team to achieve annual fundraising goals for Christian Service Center

Qualifications and Competencies

- Self-starter and self-motivated
- Results-oriented leader
- Strong interpersonal, relationship and organizational skills
- Excellent written and verbal communication skills
- Persuasive and passionate about the epidemic of homelessness and hunger
- Highest level of Integrity and Ethical Behavior
- Enjoys listening and learning
- Demonstrated flexibility and adaptability
- Professional, pleasant, and polished demeanor
- Ability to inspire and influence people and effectively drive change
- Confident interacting with people of all ages, backgrounds, values, and economic standing

Christian Service Center is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard for race, ethnicity, religion, sexual orientation, veteran status, national origin, or disability. While performing the duties of this job, the employee is regularly required to talk or hear, sit, use hands, reach with hands and arms, stand, walk, and use stairs. The employee also needs a reliable vehicle and will be reimbursed for mileage.

Preferred Education and Experience

- Fundraising Experience with a 501(c)3 organization, ideally in major gifts
 - If no fundraising experience, then significant sales experience in any sector is welcome
- Experience leading \$1 Million+ fundraising campaigns
- Fundraising experience working with planned giving donors is highly desirable
- Working knowledge of primary planned gift strategies and options that individuals may choose
- A bachelor's degree is preferred
- Strong writing skills are a requirement

We would like to customize the position around the right candidate so it fits with your background, experience and lifestyle. It is not required for the right candidate to come in with their own list of donors, rather we need someone who can learn a great deal about our work, become a trusted part of our team and then perform the disciplined work of cultivating and soliciting renewing investors as well as acquiring new donors.

We look at both lag (overall achievement of primary goal) and lead (weekly achievement of controllable actions) measures. The ideal candidate will lead by example, bringing the rest of the team along with them as we build new relationships with those in the community who wish to help us end homelessness.

