



*Development Associates International  
Job Title: Major Gift Officer  
Revised 12/2018*

**Reporting Relationships:** Reports to Director of Development

**Job Summary:** The Major Gift Officer is responsible for identifying and cultivating relationships with prospective major gift donors and planned giving donors. This involves prospect research and developing effective solicitation strategies as well as stewarding donors throughout the major giving process. The Major Gift Officer will compile this information in a donor portfolio and emphasize gifts of \$20,000 or greater.

This individual will also work with our board members and staff leaders to coordinate and execute long-term fundraising initiatives.

**Duties and Responsibilities:**

1. Witness of his/her personal relationship with Jesus Christ; maintain a courteous, Christ-like attitude in dealing with people within and outside of DAI and faithfully uphold DAI's ministry in prayer.
2. Work in a flexible manner with the members of the Development and Marketing departments to creatively achieve mutual goals.
3. Work closely with others in the Development Department to initiate and carry forward a planned giving program.
4. Design the strategy of the major giving program and execute that strategy. This includes identifying, building relationships with, and cultivating major gift prospects.
5. With an attitude of servant leadership, soliciting donations from major gift donors.
6. Designing an effective major gift donor stewardship program, that provides excellent care and fulfillment for the donors, through long term, healthy relationships.

**Knowledge, Skills and Abilities Required:**

1. Demonstrates lifestyle of Christ-like humility, compassion and generosity.
2. Passion for bringing excellent leadership training to those in the Majority World who are making a significant difference in their communities.
3. Spiritual maturity with wisdom.
4. Significant fundraising and/or sales experience.
5. Excellent oral, written and public communication skills.
6. Excellent track record in taking initiative, with disciplined work habits
7. Excellent net-working ability and exhibits warmth and care for others, that immediately puts others at ease.
8. Good skills in strategic planning, time management and partnership development.
9. Bachelor's degree or equivalent required; Master's degree in leadership, missions, theology or related topic a plus.

**Working Conditions:**

- Position will require significant local and occasional international travel.
- This is a full-time position, but part time could be considered.
- The base salary range is \$60,000 to \$80,000 annually, depending on education, experience and agreed upon hours.

The above statements are intended to describe the essential functions of this job. It may be necessary for a person to perform other tasks as needed.

Interested applicants should submit cover letter and resume to [jooverstreet@daintl.org](mailto:jooverstreet@daintl.org)

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