

**Title:** Major Gifts Officer  
**Department:** Development  
**Reports to:** Director of Development  
**Classification:** Full-time, exempt

**SUMMARY:** Frontiers is a Christian, faith-based non-profit partnering with churches to send their workers overseas. The Major Gifts Officer raises funds for the organization from major and upper level donors, primarily individuals, but also churches and selected foundations. The work will be done with an assigned and growing caseload of partners. The primary measurement of performance will be increased income to Frontiers, to be achieved primarily by adding donors to the caseload and raising giving levels within the caseload.

Will be responsible for caseload management of approximately 150 major donors and prospects. Executes identification, research, analysis, and development of stewardship strategies for cultivating relationships that result in major gifts of five (5) figures or more. Raises funds to support ministry campaigns, events, and initiatives. Conducts networking and research to enlarge the pool of potential qualified prospects. Writes project-related proposals and ministry updates to support stewardship and solicitation needs. Requires travel and as such, the ability to work some evenings and weekends.

**ESSENTIAL RESPONSIBILITIES:**

- In consultation with the Director of Development, US Director, and President, design and implement a program to serve, cultivate, and involve major donors in the work of Frontiers.
- Successfully manage a caseload of major donors and prospects, executing a stewardship cycle continuum of identification, cultivation, plan development, solicitation, and stewardship resulting in five to seven+ figure gifts.
- Develop personal relationships with caseload in order to link donors and prospects with the vision of Frontiers.
- Effectively communicate, in both speech and writing, the vision, mission, services, and funding needs of Frontiers to selected individuals and churches, as well as approved foundations and corporations.
- Raise funds for the work of Frontiers by utilizing the donor cultivation cycle (identify, research, communicate, involve, ask, thank, and report).
- Assess capacity, propensity, and peer-to-peer ministry linkages, updating corporate records with information discovered according to established processes and procedures.
- Identify and follow up on opportunities to present Frontiers' ministry to potential major donors (capable of investing gifts of five (5) figures or more), with a view to increase the number of those responding each year.
- Personally identify prospects and utilize leads to develop donor relationships resulting in major level and higher gifts. Initiate contacts and follow up with those relationships intentionally, resulting in an increased number of upper level gifts.
- Travel strategically throughout the United States to meet personally with current and prospective major donors.

**QUALIFICATIONS:**

- Resident of the Phoenix metropolitan area and able to travel 60-100 days per year.
- Bachelor's degree and/or 3-5 years of relevant professional experience.
- Five (5) years of fundraising, donor relations or cultivation experience.
- Valid driver's license with acceptable driving record.
- CFRE or comparable fundraising certification preferred.
- Previous related work experience with a Christian or nonprofit organization preferred.

Frontiers values the importance of life and work balance and offers flextime options. This job posting is a summary of the position. A full description will be provided during the recruiting process.

To apply, send a cover letter and resume to [hr@frontiersusa.org](mailto:hr@frontiersusa.org). No phone calls please. Because of the number of emails received, you may not receive an individual response.