Position: Major Gifts Officer
Pay: $75,000 - $100,000 annually, plus performance bonuses
Full-time/part-time: Full-time, 45 hours a week; occasional evening/weekend events; regular statewide travel (40%)
Benefits:15 paid vacation days; 12 paid holidays; paid sick leave; paid paternity leave; healthcare stipend
Permanent/Temporary: Permanent
Job location: Boise, ID

About Idaho Family Policy Center

Idaho Family Policy Center is a 501(c)(3) non-profit, non-partisan ministry that advances the lordship of Christ in the public square through engaging the church, promoting God-honoring public policy, and training statesmen.

Development Manager

Idaho Family Policy Center seeks an entrepreneurial, highly motivated Major Gifts Officer to join a high-performing, mission-oriented team in driving fundraising revenue for the organization. They would report to the Director of Advancement.

The ideal candidate will have at least three to five years of experience in fundraising with a proven track record and strong skills in fundraising strategy, development operations, communications, donor engagement, and internal stakeholder management. Applicable sales or account management experience would also be valuable in this role.

The successful candidate will have excellent communication and writing skills, impeccable attention to detail, and the ability to prioritize multiple tasks and meet deadlines. They must also have a deep Christian faith and a strong affinity for public policy.

This is a hybrid position based out of Boise, ID.

Preferred Qualifications:

- Bachelor's degree.
- 3+ years of experience in Major Gifts Fundraising for a non-profit.
- Previous experience with non-profits or campaigns.
- Must be willing to and should enjoy extensive travel.
- Strong Christian faith
- Affinity for public policy

Responsibilities:

- Development 80%
    - Manage a portfolio/caseload of prospects and major donors
    - Travel to visit top prospects and donors regularly, approximately ten days of each month
    - Participate in all aspects of the gift cycle:
        - Initiate contacts with potential major gift donors
        - Develop appropriate cultivation strategies for prospects, including informational phone calls and letters
        - Move potential donors in an appropriate and timely fashion toward solicitation
        - Maintain stewardship contacts with current donors; adhere to the highest ethical standards; demonstrate an empathetic disposition and perseverance; reflect an optimistic and positive attitude, and convey sensitivity to the needs of our donors

  - Develop and reach goals for donor outreach to follow-up and cultivate relationships
  - Collaborate with the development team, program staff, and leadership team
  - Work collaboratively with the development team, leadership, and program staff
  - Ensure donors and prospects are made aware and have the opportunity to participate in events, lobbying, and other activities.
  - Identify, cultivate, and track prospects and major donors with the potential to do planned giving campaigns
  - Assist with implementing a regular, year-round communication strategy

- Development Operations (20%)
  - Assist with the planning and execution of events
  - Work with office staff to ensure that the development plan is followed
    - Donations are properly categorized in the CRM
    - Ministry partners are properly thanked and valued
  - Coach the programs staff to ensure they meet their fundraising goals through partnerships with churches, schools, and aligned businesses

To apply, please submit your cover letter and resume to titus@idahofamily.org

Your cover letter should indicate that you are a mature evangelical Christian, involved with a local church, and agree with the IFPC mission, statement of faith, and key issue positions.