

**Job Title:** Development Officer  
**Department:** Development

**Reports To:** Director of Development and  
Communications

## SUMMARY

The Development Officer serves the mission of Mount Angel Abbey and the Abbey Foundation of Oregon (AFO), in a fundraising culture steeped in the values of Benedictine spirituality: community and hospitality. To raise significant support for the Abbey, Seminary, Library, and Retreat Center, our work is shaped by the philosophy of “donor-centered fundraising.” We are relationship-focused, not transactional, and are a highly motivated and successful team.

Reporting to the Director of Development and Communications (DDC), the Development Officer works closely with fellow gift officers and the Development team to identify, cultivate, invite and steward major and planned gifts of \$10,000+ from individuals and foundations. This new position was created in order to secure gifts from a ready pool of prospects with the potential to make major gifts and include Mount Angel in their estate plans. This officer will spend more time outside the office than in it and will travel out of state occasionally to meet with donors and alumni. Our goal, however, is to bring donors to the Hilltop -- our greatest assets as fundraisers are the Hilltop itself, the monks and seminarians, as well as the beautiful facilities designed to support spiritual growth, learning and community. Because donors love Mount Angel, our primary work is to ensure donors and colleagues receive superior customer service and a compelling experience of the Abbey’s mission.

## Major and Planned Gifts program:

### Building a strong portfolio of prospects and donors

- Create and annually update a strategic plan for managing a portfolio of 150 assigned donors and prospects with major gift and planned gift potential. Some of these donors may also be Legacy Society members or prospects. Design and implement personalized strategies for the top 50 prospects.
- Develop and implement strategies to qualify, cultivate and invite support from our alumni donors and prospects.
- Work closely with the DDC and the Annual Giving team, to identify donors who possess both the giving capacity and level of interest for the Major Gifts cultivation/solicitation program.
- Extract and analyze data from the Raiser’s Edge NXT database and wealth screening analytics to help identify and qualify major gift prospects.
- Conduct one-on-one sessions with high-level donors, AFO board members, staff, and others to identify and qualify major gift prospects.

### Relationship-building and Fundraising Success with Prospects and Donors

- Serve as an ambassador for Mount Angel’s funding priorities and campaigns, offering an ongoing menu of specific giving opportunities (\$10,000 or more) that support Mount Angel’s operating budget, capital budget, and special projects.
- Work toward a goal to make at least 25 approaches to individuals and foundations each year for gifts of \$10,000 or more. At least eight of these approaches should invite gifts or private grants of \$50,000 or more. Year by year, fundraising goals will increase in a way that corresponds to the fundraiser’s tenure and portfolio capacity.

# Job Description

- Secure at least 3 to 5 meaningful face-to-face visits weekly, and 2 to 3 major gift solicitations per month. Schedule travel, as needed and approved, to meet with donors on the West Coast and throughout the Northwest.
- Educate and inform prospects and donors about planned giving vehicles appropriate to their personal circumstances.
- Join fundraising colleagues in reviewing and analyzing monthly and annual performance reports, in a culture of mutual support and learning.

## Appreciating donors

- Oversee stewardship of current donors through a program of personal contact, recognition and communication, with the goal to increase annual donor retention to 75% or more. Prepare customized thank-you letters as well as written stewardship and/or grant impact reports for donors giving \$10,000 or more.
- Assist colleagues with and staff key fundraising and stewardship events for donors.

## **General Development Department activities:**

- Develop comfortable knowledge about the history, spirituality, culture, programs, and services of Mount Angel. Articulate this information with enthusiasm and professionalism to donors and prospects, while exploring their philanthropic interests and goals.
- Develop an easeful, listening presence with donors that honors their interests, stories and history with Mount Angel.
- Understand and comply with all Mount Angel gift-related policies and procedures, and ensure full ethical compliance as defined by the Association of Fundraising Professionals (AFP).
- Actively participate in community outreach efforts as needed, including Hilltop and Abbey Foundation of Oregon activities.
- Participate fully as a member of the Development team.
- Collaborate with the Annual Giving team to determine tracking and reporting information needed from Raiser's Edge.
- Perform other duties as assigned in the best interest of maintaining and preserving the mission, vision and culture of Mount Angel Abbey.

## **SUPERVISORY RESPONSIBILITIES**

*None.*

## **QUALIFICATIONS**

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to maintain a positive work atmosphere by demonstrating a pleasant and hospitable demeanor and acting/communicating in a manner that facilitates positive working relationships with customers, volunteers, monks, co-workers and organizational leadership.
- Major gift fundraising experience required, with experience in inviting and securing gifts of \$10,000 or more. Prefer experience, coursework, or other training in areas of campaigns and planned giving.

## Other skills and aptitudes:

- Self-starter with the ability to contribute quickly and effectively to an ambitious major and planned gift program.
- Demonstrated success in working both independently and as a team member to create and implement fundraising strategies at the major gifts level.
- Must have working knowledge of the Catholic Church. An understanding of a Catholic Abbey and Seminary helpful.
- Strong interpersonal skills and proven ability to work effectively with a diverse population of donors and prospects, board members/other volunteers, staff and community leaders.
- In order to provide our guests and employees with a pleasant and friendly experience, while at work the employee is expected to be free of any discernable smells or scents, including but not limited to tobacco, body odor, or personal care products/fragrances.

## **EDUCATION and/or EXPERIENCE**

- Bachelor's degree and a minimum five years of successful professional fundraising experience, or a combination of relevant experience and education.

## **LANGUAGE SKILLS**

Strong verbal and written skills.

## **COMPUTER SKILLS**

- Excellent computer skills, including advanced knowledge of Microsoft Office (Excel, Word and PowerPoint), database expertise and use of the Internet.
- Proficiency in using donor software programs, preferably Raisers Edge NXT, as well as Microsoft Office products is required.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

*Must possess a current, valid Oregon driver's license with a clean driving record in order to be covered on Abbey auto insurance.*

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to regularly sit, stand, bend, stoop, and occasionally reach overhead.
- Will frequently (several times per week) lift small boxes weighing up to 15 pounds.
- Will occasionally enlist assistance in lifting larger objects (i.e. boxes of paper, envelopes, etc.) weighing up to 50 pounds.

## **WORK ENVIRONMENT**

Office environment.