



**Major Gifts Officer
King County Sexual Assault Resource Center
Renton, Washington**

Position Profile

King County Sexual Assault Resource Center (KCSARC) seeks an experienced fund development professional to fill its newly created position of Major Gifts Officer. The new Major Gifts Officer will be responsible for the advancement and growth of the organization's major gifts program and will have the opportunity to create a new planned giving program in support of its desire to meet the increasing needs of its clients throughout King County.

The Organization

King County Sexual Assault Resource Center (KCSARC) was founded in 1976 and today is the largest and most comprehensive provider of sexual assault services in King County. Services include individual and group therapy, legal advocacy, medical advocacy, a 24-hour toll-free resource line, education classes, and prevention programs. KCSARC has an annual budget of \$3.3 million and employs 49 full and part-time staff. KCSARC is located in Renton, Washington.

Mission

KCSARC's Mission Statement is:

We give voice to victims, their families and the community.

We create change in beliefs, attitudes and behaviors about violence.

We instill courage for people to speak out about sexual assault.

Diversity Statement

King County Sexual Assault Resource Center values the strengths that different ideas, perspectives and backgrounds bring to our organization and the people we serve. We demonstrate this commitment in our policies, services and actions.

Diversity is defined as differences in ethnicity, age, gender, sexual orientation and disabilities. Because sexism, racism homophobia and ageism are connected to sexual assault, KCSARC has a compelling interest in being diverse – both in those who make up the agency as well as those who benefit from our services.

KCSARC is committed to provide services to any person regardless of race, color, gender, religion, national origin, creed, income, marital status, age, sexual orientation or presence of any sensory, mental or physical handicap.

The agency publicly takes positions on issues related to sexism, racism, homophobia and sexual assault, as well as other issues that impact the agency or those we serve. We acknowledge that

employees may have differing private opinions; however, while conducting agency business, employees are expected to support agency positions.

Work Environment and Philosophy

KCSARC seeks to create a work environment in which all employees are encouraged to develop to their full potential in an environment, which is flexible, fair and free from discrimination. KCSARC employees are expected to fully participate in their own professional development and in healthy and effective functioning of the workplace.

KCSARC does not wish to contribute in any way to perpetuating violence in this society. The potential for escalating the level of violence in a given situation is greatly increased when weapons are accessible. For this reason, KCSARC prohibits the carrying of weapons by staff when engaged in agency business.

Conflict of Interest

KCSARC recognizes that employees may have secondary employment, as well as volunteer work, which may or may not be in the field of sexual assault. It is considered an automatic conflict of interest if secondary employment or volunteer work is in the field of criminal or civil defense work, sex offender treatment, or in the sex industry.

For additional information about KCSARC and its programs, please visit www.kcsarc.org.

The Position

The newly created position of Major Gifts Officer is responsible for the advancement and growth of the organization's major gifts program and will have to opportunity to create a new planned giving program. The position reports to the Development Director and has significant potential for growth and leadership. The new Major Gifts Officer will become a member of the five-person Development Team which includes the Director, a Development Officer, an Events Coordinator, and an Administrative Assistant.

Compensation & Benefits

The salary range for this position is \$60,000 to \$61,800. A generous employee benefit plan is also included.

Job Responsibilities

The Major Gifts Officer will:

- Be responsible for driving major gifts program and creating a planned giving program to meet fundraising goals to include: strategy development; prospect research; cultivation, stewardship, and solicitation activities.
- Coordinate and collaborate with the Development team and Executive Director to manage movement of current donors to higher donation levels, identify new prospects and help lead any special fundraising initiatives.
- Work collaboratively with, and motivate, key volunteers in identifying, cultivating, stewarding, and soliciting donors.

- Oversee the prospect pipeline which includes cultivation and stewardship; lead implementation of prospecting assignment; prepare briefing documents and supporting materials; coordinate follow-up and document activity.
- Manage a portfolio of donors and prospects capable of making gifts of \$1,000 or more with a particular focus on gifts of \$5,000+.
- Work with program staff to develop creative and strategic concepts for donor presentations.
- Spend 75% of their time in contact with donors via email, phone and face-to-face meetings.
- Keep records in Raiser's Edge and use moves management for increased number and level of gifts.
- Staff relevant volunteer committees.
- Provide assistance on activities requiring the participation of all Development staff
- Be a contributing writer for newsletters, annual reports, other development materials, and the website
- Leverage linkages and opportunities for collaboration within the Development Team and across other departments

Candidate Requirements

The successful candidate will possess the following personal attributes, skills and competencies:

- Excellent interpersonal and oral and written skills
- Demonstrates initiative
- Strong track record in exercising sound, timely judgment
- Ability to communicate effectively and project a professional and confident image
- Ability to lead and manage others
- Demonstrates customer-service and excellent ability and interest in building relationships
- Ability to work effectively with a wide variety of individuals
- Superb attention to detail and follow-through
- Work as an effective team member
- Ability to use data to inform decisions as well as think creatively to problem solve
- Accept KCSARC Guiding Principles as personal work guide
- Ability to handle multiple issues/tasks simultaneously
- Ability to travel to off-site meetings
- Ability to work some early mornings and evenings during the work week, and occasional weekends

The successful candidate will have the following minimum desired experience:

- A Bachelors Degree
- At least five (5) years experience in development, with two (2) years demonstrated success in securing major gifts
- Demonstrated ability to create, develop, and implement a strategic major gift plan
- Demonstrated ability to manage, motivate, and engage key volunteers, board members, major donors, and prospective major donors
- A working knowledge of planned giving best practices
- Demonstrated competency in a fundraising data base
- Proficiency in MS Windows, Word, Excel, Outlook, Publisher

The following additional experience is preferred:

- Two (2) years experience with planned giving
- Familiarity with Raiser's Edge

Timing and Application Process

The position is open until filled. However, interested candidates should submit a letter of interest and resume as soon as possible. [To apply, please click here.](#)

All submissions will be acknowledged and will be held in strict confidence.

Contact Information

For further information, please contact: Dave Osmer, Hagel & Company, Phone: 425-643-4223, or email: dave@hagel.net. DO NOT submit your application to this email address (use the link above).

Affirmative Action Statement

KCSARC has an affirmative action plan to include representation from the following groups: racial/ethnic minorities, sexual minorities, older persons, women and persons with disabilities.

Criminal Background Checks

The State of Washington requires criminal background checks for employees who have unsupervised access to vulnerable children or adults. KCSARC takes its responsibility to provide a safe environment and high quality services to clients with the utmost seriousness thus, background checks are required for all employees. KCSARC will not hire individuals who have been convicted of crimes against children or other persons, nor will we hire individuals who have been found by a court in a protection proceeding to have abused or financially exploited a vulnerable adult.