



## Dunham+Company

### Job Description

#### **Position: Mid-Level Gift Officer**

Do you have a passion for fundraising? Are you able to thrive in a fast-paced environment? Are you able to cultivate relationships? If so, Dunham+Company (D+C) is looking for a Mid-Level Gift Officer like you to! As a member of this team, you will be dedicated to support the fundraising efforts of My Faith Votes (MFV) out of the Plano, TX office by providing relational oversight of donors in an assigned portfolio. This position is funded by (MFV) and a key member of the team. You will provide sound stewardship and direction to donors as you guide them to support the mission and vision of the ministry, which they have supported in the past.

#### **About My Faith Votes**

My Faith Votes is a 501(c)(3) nonprofit organization that is a non-partisan movement that motivates, equips, and activates Christians in America to vote in every election, transforming our communities, and influencing our nation with biblical truth.

MFV's vision is to see an America where God is honored in the public square and biblical truth is advanced in our culture.

My Faith Votes exists because a battle is raging for the heart and soul of this nation. It's a battle over truth – and how you and I will choose to live out our faith in the public square.

My Faith Votes calls Christians to “Pray, Think and Vote” in order to protect four core pillars of faith which are **religious freedom**, the **sanctity of life**, **strong families and marriages**, and **compassion and support for those in need**. MFV reaches Christians to stand boldly for these values in *every* election and in *every* community and city across our nation.

#### **Job Responsibilities**

- Understand, embrace, and integrate the Dunham+Company philosophy and underlying theology of fundraising into your approach to donor relations.
- Provide sound stewardship and direction to donors as you guide them to support the mission and vision of the ministry in an ongoing annual basis.
- Conduct weekly calls, emails, handwritten notes, and fulfill mail packages for donor cultivation, from the central location of Dunham+Company's headquarters (Plano, TX).
- Develop and direct processes and procedures to streamline ministry actions and resources with assigned portfolio for proper donor engagement and retention.
- Oversee and execute the production, maintenance, and updating of weekly and monthly gift reports for assigned donors found within portfolio.
- Oversee and implement the necessary daily data entry into the CRM for proper donor management and tracking.
- Align daily job duties and practices to adhere to and achieve annual goals and objectives outlined by the organizational leadership.
- Work with the development staff to ensure the requests of MFV donors are handled in an efficient manner.

- Lead or oversee fundraising events as assigned by the D+C or MFV leadership.
- Liaison with assigned D+C and MFV staff and third-party partners as directed and required to effectively complete projects.
- Handle other duties as assigned.

### **Job Qualifications & Expectations by MFV**

Is a born again believer of Jesus Christ and maintains faithful fellowship with other believers (Hebrews 10:25); maintains a courteous, Christ-like attitude in dealing with people within and outside of My Faith Votes; exhibits integrity in professional and personal life; upholds MFV in prayer.

- College graduate.
- Excellent people skills and the ability to build relationships at all levels.
- Strong communication skills – both verbal and written.
- 1-3 years of fundraising experience or revenue generating experience for a major company or division of a large corporation.
- A working knowledge of the political nonprofit space (preferred) and the intricacies associated with raising money in a timely manner.
- Experience with implementing new ideas and strategies.
- Foster a spirit of unity and teamwork, pursue integrity, and enter every engagement with a service mindset.
- Passionate about assisting a Christian organization to fulfill its vision.

### **Reports To**

Erik Rogers, Chief Strategist for Donor Advancement at Dunham+Company

### **Who is Dunham+Company**

Dunham+Company is a multinational Christian organization that provides strategic planning, marketing, fundraising, communications, media, and advertising support globally for Christian media ministries, cause-based ministries, radio and TV stations, and churches.

### **We Offer**

- Employment with a purpose
- Competitive salary
- Medical/dental/vision benefits
- Paid time off
- Paid holidays
- IRA match

To apply, please send your resume to [hr@dunhamandcompany.com](mailto:hr@dunhamandcompany.com).