Job Description: Director of Donor Engagement, SpiriTrust Lutheran

Job Reporting Relationships

**Supervised by:** Vice President of Philanthropy

**Supervises:** Associate Director of Donor Engagement

---

**Basic Qualifications**

**Education/Training:** A B.S. or B.A. degree in philanthropy, business, marketing, communications, or related field of study normally required.

**Skill(s):** Speaks and understands English; proficient reading, writing, and grammar skills; proficient interpersonal relations and communication skills; creativity skill; CFRE accreditation preferred; knowledge of planned giving; and valid driver's license.

**Experience:** A minimum of five to seven (5-7) years' experience in related positions with progressive responsibility and proven fundraising track record required.

---

**General Responsibilities**

After the Vice President, serves as the principle gifts officer for SpiriTrust Lutheran; develops all levels of donor relationships, from new potential donor cultivation to stewardship of established donors across the entire SpiriTrust Lutheran territory.

---

**Essential Duties**

1. Supports the mission and values of SpiriTrust Lutheran as reflected in the current mission statement: SpiriTrust Lutheran, witnessing to the Gospel of Jesus Christ, provides exceptional health, human, and senior living services by supporting persons in achieving an optimal quality of life.

2. Interacts with residents, clients, staff, and the general public in ways that demonstrate the agency’s commitment to courtesy, service, and hospitality befitting a church related organization.

3. Conducts all duties in accordance with the Association of Lutheran Development Executives and the Association of Fundraising Professionals Codes of Ethical Principles and Practices.

4. Upholds “A Donor Bill of Rights” developed by American Association of Fund Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Council for Advancement and Support of Education (CASE), Association of Fundraising Professionals (AFP) and endorsed by the Association of Lutheran Development Executives (ALDE).

5. With the Vice President and her leadership team, participates in the development and implementation of a comprehensive philanthropy program.
Essential Duties, cont.

6. Manages the major gift program as illustrated by the following:
   a. Carries an active donor portfolio of at least 100.
   b. Solicits for event sponsorships, annual fund, major gifts, planned gifts.
   c. With the Vice President, sets major gift solicitation goals for the department.
   d. Provides mentoring, strategy, and oversight for Associate Director of Donor Engagement.

7. Manages an active grant seeking program as illustrated by the following:
   e. Maintains stewardship of ongoing grants;
   f. Identifies new grant opportunities;
   g. Evaluates grant requests that come from other team members;
   h. Assigns grant responsibilities to Associate Director of Donor Engagement as appropriate.

8. Coordinates specific work tasks with other staff within the department and with other departments, as well as with external constituencies, in order to ensure the smooth and efficient flow of information.

9. Abides by the current laws and organizational standards and procedures designed and implemented to promote an environment which is free of sexual harassment and other forms of illegal discriminatory behavior in the workplace.

10. Cooperates with, participates in, and supports the adherence to all Agency standards, procedures, and practices in support of risk management and overall safety and soundness and compliance with all regulatory requirements, i.e., HIPAA, OSHA, etc.

11. Abides by and supports the organization’s code of conduct by exhibiting behavior that is set forth in the code of conduct. Performs duties in accordance with the code of conduct and completes annual compliance training.

12. Reports pertinent information to the immediate supervisor as requested, or according to an established schedule; compiles information as necessary or as directed and provides data to appropriate staff.

13. Respond to inquiries relating to his/her particular area, or to requests from customers, other staff, etc., within given timeframes and within established policy.

Ancillary Duties

Performs tasks which are supportive in nature to the essential functions of the job, but which may be altered or redesigned depending upon individual circumstances.

For more information or to apply, visit SpirithTrust Lutheran online.