

## POSITION DESCRIPTION

### JOB TITLE

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- **Title:** Director of Partnerships
- **Reports To:** Chief Executive Officer
- **Date Analyzed:** 9/2025
- **Hours:** Full time

### JOB FUNCTION

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The Major Gifts Officer (MGO) plays a vital role in advancing the Kingdom mission of Care Net Pregnancy Center of Dane County, serving south central Wisconsin by cultivating and stewarding relationships with individuals, families, churches, and foundations who are called to invest in our mission. The MGO manages a portfolio of major donors and prospects, guiding them in connecting their generosity to Kingdom impact through prayerful cultivation, personal engagement, and meaningful stewardship. Working closely with leadership, ministry staff, and the development team, the MGO helps donors see how their gifts advance the Gospel, and transform lives of those experiencing an unintended pregnancy..

### DUTIES & RESPONSIBILITIES – ESSENTIAL FUNCTION OF JOB

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- Manage and grow a portfolio of **donors and prospects giving at \$2,500+ annually**, with a focus on strategically moving mid-level donors into the major gifts pipeline (\$10,000+ annually) through intentional cultivation, solicitation, and stewardship.
- Prayerfully develop and implement personalized cultivation and solicitation strategies that align donor passions with ministry priorities.
- Conduct donor visits, calls, and ministry experiences that foster deep, Christ-centered relationships.
- Clearly communicate the organization's vision, mission, and impact, connecting donor generosity with advancing God's Kingdom in helping women and men facing unintended pregnancies find hope and help to choose life and thrive.
- Collaborate with the CEO, board members, and development colleagues to engage donors in meaningful opportunities to give and serve.
- Prepare proposals, gift agreements, and impact reports that demonstrate how generosity advances our mission and vision.

- Provide intentional stewardship through prayer support, personal gratitude, and opportunities for donors to witness the fruit of their giving.
- Represent the organization at donor gatherings, church and community events, and Kingdom-focused functions.
- Maintain accurate donor records, track moves management activity, and report progress toward annual goals.

*Other duties as assigned.*

## **POSITION SPECIFICATIONS**

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- A. Bachelor's degree preferred
- B. **3–5 years of development or ministry experience** with demonstrated success in major gift fundraising, planned giving, or equivalent relationship-based work.
- C. Deep commitment to the mission and values of the organization, with a personal faith consistent with its teachings. Must agree with and sign our statement of faith and principles.
- D. Exceptional interpersonal skills with the ability to listen, empathize, and communicate a compelling vision.
- E. Strong written and verbal communication skills; ability to share stories of impact in a faith-centered context.
- F. High level of integrity, discretion, and professionalism in handling donor relationships.
- G. Comfort with prayer and faith-based conversations with donors.
- H. Familiarity with donor management systems and moves management.

### **Performance Metrics:**

- Number of meaningful donor contacts per month.
- Growth of major donor portfolio and number of closed gifts.
- Achievement of annual fundraising revenue goals.
- Donor retention, satisfaction, and deepened engagement with the mission.

### **Physical Demands and Work Environment**

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

- Ability to travel to meet face-to-face with donors

- Prolonged periods of sitting at a desk and working on a computer.
- Ability to operate standard office equipment.
- Must be able to lift, push or pull up to 20 pounds at a time.

**Note**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.