

Role Profile

| Overview | |
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| Role | Partnership Development Officer |
| Main Purpose | The focus of this position is to identify, nurture and secure income from new and existing middle donors whilst also upgrading middle donors into our major donor portfolio. |
| Department | Partnerships |
| Location | Nashville, Tennessee |
| Reporting To | US Partnership Director |
| Main Duties | |
| <ul style="list-style-type: none"> • Manage a portfolio of 300 – 500 assigned middle donors that are cultivated by phone, text and email. • Responsible for the identification and cultivation of new middle donors • Responsible for stewarding, retaining and upgrading middle donors • In conjunction with leadership, set revenue goals for portfolio • Initiate planned giving conversations with donors; refer donors who have left the organization in their will or estate plan to PDM for stewardship • Assist the PDM and leadership in identifying new major donor prospects and facilitate smooth transitions between middle and major giving • Work with donors who are no longer viable major donor prospects to ensure a smooth donorexperience and migration back into middle donor portfolio • Assist leadership and the PDM through prospect research on individuals and foundations • Understand and uphold the standards outlined in the Hope for Justice Safeguarding policies, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with our work and reporting concerns if they do arise. | |
| Key Result Areas | |
| <ul style="list-style-type: none"> • Meeting annual income generation target through the identification and cultivation of middle donors. • Growth in monthly regular gifts from middle donors to support the work of the charity both in the US and overseas. • Growth in number of middle donors to support the work of the charity both in the US and overseas. • Meeting KPIs in stewarding middle donors into the major donor portfolio | |
| Soft Skills | Technical Skills |
| <ul style="list-style-type: none"> • Excels at negotiating and influencing • Organised and methodical • Able to work in a team • Exceptional attention to detail | <ul style="list-style-type: none"> • Competent in utilising a CRM system to make data informed decisions and navigate pipeline management. • Microsoft fluent |

- Works well with change
- Values self-development
- Able to prioritise own work
- Decisive
- Innovative and creative
- Excellent time management
- Excellent problem solving
- Passion for the organizational aims of Hope for Justice

Experience & Education

- Experience of managing a large donor portfolio and delivering income targets.
- Experience of retaining and nurturing external relationships
- Proven ability to create and develop strategic partnerships and engage with and influence organizational stakeholders
- Experience of producing strategies /plans and budget planning and monitoring
- Strong networking and interpersonal skills
- The ability to work in a self-directed manner, and as part of a team, with the ability to work virtually with a team across different time zones