



15279 Alton Parkway, Suite 300

Irvine, CA 92618

[freewheelchairmission.org](http://freewheelchairmission.org)

Job Title: Major Gifts Officer

Reports To: Director of Development and Strategic Initiatives

Location: Free Wheelchair Mission, Irvine CA

Status: Full Time Exempt

Free Wheelchair Mission (FWM) is a humanitarian, faith-based, non-profit organization based in Irvine, California, USA. Our mission is to “Transform lives through the gift of mobility to people with disabilities living in developing nations as motivated by Jesus Christ.”

There are an estimated 75 million people around the world today in need of a wheelchair. We are focused and committed to being a leading provider of mobility in developing countries, but beyond placing a recipient in a wheelchair, we are bringing transformation that opens doors to education, employment opportunities, and community that these individuals only dreamed of before receiving the gift of mobility.

Free Wheelchair Mission is seeking a Major Gifts Officer who not only meets the requirements of the job but has an interest in being part of an organization that is making a significant difference in the lives of individuals in need throughout the world.

#### Job Summary:

We are seeking a metrics-driven major gifts professional driven to help impact and expand the capacity nationwide who will do the following: manage and develop a comprehensive donor development program that identifies, engages, ministers to, develops, and grows current and potential mid and major donors; and develop and execute strategies for each portfolio donor with the goal of securing new 4 and 6 figure gift. An essential part of the position will be to retain new donors, increase their involvement, and raise total contributions.

#### Responsibilities:

- Successfully manage a portfolio of major gift prospects to meet philanthropical goals for the region.
- Identify prospects and cultivate via in-person visits, telephone and email communication, and engagement opportunities.
- Help plan, execute cultivation, outreach strategies and special events for major donor prospects.
- Available to travel internationally as well as to local and regional events for fund development purposes.
- Engage in activities that focus on maximizing potential gifts over the long term.
- Successfully move donors through donor continuum.
- Meet annual established goals.
- Other duties and tasks assigned by direct supervisor.
- Occasional evenings and weekends required.
- Share the message of Free Wheelchair Mission and our vision.

#### Minimum Experience and Required Skills:

- Must be a self-motivated professional with a proven success record with fundraising.

- Possess a strong work ethic, have confidence, take initiative and be an enthusiastic team player.
- Strong computer skills in Microsoft Word, Zoom, Outlook and Excel and proficiency in using computer software and knowledge of donor base management. Salesforce experience is preferred.
- Superior interpersonal communication and relationship building skills.
- Bachelor's degree and a minimum of 5 years' relevant work experience.

Physical Demands:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must occasionally lift and/or move up to **50** pounds.

All Free Wheelchair Mission employees who will engage in international travel are required to have an up-to-date, complete COVID-19 vaccination based on CDC and medical guidelines.

Compensation:

Dependent upon qualifications and experience.

How to Apply:

Please send cover letter and resume addressing your experience in regard to the responsibilities and qualifications listed above to **jobs@freewheelchairmission.org** with **Major Gifts Officer** in the subject line.

No phone calls please.

Free Wheelchair Mission is an EQUAL OPPORTUNITY EMPLOYER. This position is employed "at will" by Free Wheelchair Mission.