

Christian Student Fellowship

Part-Time Philanthropy Gift Officer

Have you ever considered a role in vocational ministry but you're not sure where you'd fit in? We've got a unique opportunity for you to join in kingdom work, helping to reach college students while utilizing your unique gifts. Christian Student Fellowship is seeking an outgoing individual for this part-time position to join our ministry director and philanthropy team in fundraising efforts for the ministry, with a focus on Lewis House and special projects. The Philanthropy Gift Officer will work with the philanthropy team and is responsible for planning and implementing a process of cultivation and solicitation for individual gift prospects and the overall philanthropy program. No formal fundraising experience required!

Primary responsibilities and relationships with other people in the institution are outlined below.

Duties and Responsibilities:

- 1** Work with existing philanthropy team members to set goals and develop a written annual plan for the cultivation and solicitation of gifts. Progress on this plan will be overseen by and reported to the ministry director.
- 2** Be responsible for the construction of a prospect portfolio. This includes mining CSF's database to identify new giving prospects, as well as uncovering new potential donors outside of the current CSF donor network.
- 3** Utilize basic research tools to help confirm key points of consideration in developing relationships with current and prospective donors. Such research items include assessing potential financial capability, special interests of the donor, past history and current connections with CSF, affinity for the University of Kentucky, relational network of the donor, financial contributions to other causes, etc.
- 4** Carry out personal assignments to identify, cultivate and solicit specific gift prospects, working with other staff, the director, and CSF board members to accomplish goals.
- 5** Develop and carry out appropriate recognition, involvement and stewardship of donors.

Preferred Personality Traits:

- Personal commitment to the value of the CSF mission
- Enjoy cultivating relationships
- Highly motivated
- Self starter
- Determined
- Attitude of flexibility

For more information or to submit your resume please reach out to our director of philanthropy.

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