

**Black Mountain Home for Children, Youth & Families**  
**Charitable Gift Officer**  
**Position Overview**

Black Mountain Home for Children seeks a fundraising generalist with experience in major gifts, events, and grant writing. Candidate will be an integral member of the development and public relations team, responsible for creating and implementing strategies and initiatives to ensure a strong base of financial support for the ministry. The Charitable Gift Officer will work closely with members of the team to manage and cultivate a portfolio of existing donors to increase retention and giving levels, as well as identifying and engaging prospective donors. The Charitable Gift Officer will serve as an ambassador for Black Mountain Home, including being available to travel regionally to speak about the ministry in churches and other organizations. The Charitable Gift Officer will report to the Director of Development and play a key role in the ministry fulfilling its mission of glorifying God by caring for children, youth, and families.

The role is based in Black Mountain, NC and all candidates must be able to commute to our campus and/or willing to move to the area. Submit resume and cover letter (applications without a cover letter will NOT be considered) to [info@BlackMountainHome.org](mailto:info@BlackMountainHome.org) highlighting your experience, skills, and why you are interested in this role. No phone calls, please.

**Responsibilities**

- Engage, solicit, and steward a portfolio of 75-100 individual, business, and foundation donors toward specific annual, major, and planned giving goals and objectives.
- Communicate and build relationships through in person meetings, phone calls, and emails to ensure continued support and partnership.
- Maintain up-to-date and accurate records of all donor contacts in the database.
- Contribute to writing and production of grants, fundraising, and other promotional materials such as letters, annual reports, brochures, flyers, and other campaigns.
- Assist with planning, execution, and fundraising elements of individual and major events, including designing and soliciting sponsorships.

**Requirements**

- Bachelor's degree, master's degree preferred.
- Alignment with the mission and vision of Black Mountain Home for Children.
- Minimum of 7 years front-line experience and success in fundraising.
- Excellent written and verbal communications skills with great attention to detail.
- Strong interpersonal skills with ability to build and maintain relationships that are anchored in trust, honesty, and integrity and a highly ethical approach to fundraising.
- Proven ability to meet deadlines with competing timelines.
- Awareness and knowledge of fundraising trends and best practices.
- A collaborative, flexible, and well-suited work style to excel in an entrepreneurial, ministerial environment at all levels both internally and externally.
- Willingness and ability to occasionally work on evenings and weekends.

- Proficiency in Microsoft Office Suite and Raiser's Edge, or similar donor database software, including the ability to utilize it for donor management and reporting.