



## **POSITION AVAILABLE**

### **Individual Giving Officer**

### **JOB DESCRIPTION**

Kurn Hattin Home and School for Children, located in Westminster, Vermont, is a residential school for children ages 5-15.

We are seeking a compassionate, community minded, relationship builder in the role of **Individual Giving Officer**. This full-time position offers a unique opportunity to contribute to the impact of Kurn Hattin's mission by helping to grow our fundraising efforts with a focus on individual donors. The ideal candidate will bring professional management, leadership, creativity, and resourcefulness to support the growth of development income through individual giving. This role involves managing and cultivating relationships with existing donors, identifying and soliciting new prospects, and supporting the development team through various projects, initiatives, and events. Local, regional, and occasional broader travel is expected.

Kurn Hattin is a donor-supported organization where good kids from families facing difficult circumstances find a safe, nurturing place to live and learn. Our mission, transforming the lives of children and families forever, is guided by our core values: Perseverance, Nurturance, Hope, Compassion, and Sense of Worth.

Kurn Hattin offers a generous benefit package including insurance, short term disability, life insurance, paid time off, and a retirement package.

**Please submit your resume along with a cover letter to [humanresources@kurnhattin.org](mailto:humanresources@kurnhattin.org)**

**Job Title:** Individual Giving Officer

**Reports To:** Director of Development

**Salary Range:** \$70,000 - 85,000

**Summary:** The Individual Giving Officer builds relationships, cultivates, solicits, closes, and stewards gifts from individuals in support of Kurn Hattin's mission and fundraising efforts.

#### **Individual Giving**

- Manage a portfolio of individual donors with major gift potential.
- Build relationships with prospects and donors to produce committed long term giving.
- Manage and execute all stages of the donor relationship including identification, cultivation, solicitation, and continual stewardship of donors within the portfolio including personalized communications, calls and visits.
- Solicit, and close gifts of \$500 and above, primarily from individuals, family foundations and corporations

- Plan unique donor cultivation and/or fundraising events and curated experiences for donors and their families.
- Attend relevant networking groups, civic groups, external events and meetings to make contacts and represent Kurn Hattin.
- Build your knowledge of the exemplary work of Kurn Hattin and its transformational impact on children and families.
- Communicate our mission and impact clearly to prospective donors
- Match Kurn Hattin strengths with donor interests
- Collaborate on high-quality and engaging proposals and presentations for meetings with prospects and donors.
- Prepare regular progress reports
- Maintain a timely contact reports and record of donor engagement results.

### **Collaboration**

- Be a strong team player, demonstrated self-starter and innovator with excellent interpersonal skills, and a desire to work in a close knit collegial environment
- Communicate effectively both orally and in writing with a keen attention to detail
- Passionately articulate a commitment to the mission of Kurn Hattin
- Attend community events, networking events, conferences, educational programs, and online training to enhance fundraising knowledge and professional development.
- Collaborate closely with the development team to achieve overall fundraising goals
- Demonstrate a team-oriented attitude and a willingness to assist other departments as needed

### **Qualifications:**

- Bachelor's degree and experience in fundraising or sales
- 3-5 years working in development or nonprofit setting
- Exceptional and genuine relationship building skills
- Demonstrated ability to work collaboratively with colleagues, donors, and prospects
- Proactive problem solver
- Excellent phone and customer service skills
- Excellent written and verbal communication skills
- Detailed oriented and results driven
- Ability to work occasional evenings and weekends as required
- Proficiency and experience with Microsoft Office and Google Suite; and DonorPerfect are a plus.