

Mid-Level Gifts Officer Part-Time



Position Summary

Builds and stewards relationships with donors giving up to \$10,000, executing a portfolio-based fundraising strategy (inclusive of new donor acquisition) that grows mid-level giving and moves donors toward deeper, long-term investment in PLI's mission.

Primary Responsibilities and Accountabilities

- **Own the ask.** Lead solicitation strategy and execution for first-time and mid-level donors, setting gift targets, ask timing, and next steps in each donor's journey.
- **Manage a donor portfolio.** Build and steward a qualified portfolio of current and prospective donors, moving relationships from discovery through commitment to increased giving.
- **Conduct solicitation meetings.** Schedule and lead in-person and virtual donor meetings, communicating PLI's mission, impact, and specific giving opportunities.
- **Close commitments.** Secure gifts and ensure timely follow-through to convert donor intent into completed, booked gifts.
- **Maintain accurate CRM records.** Document all interactions, plans, and next steps; keep pipeline stages current; ensure data integrity for forecasting and reporting.
- **Execute donor journey plans.** Build individualized cultivation plans, including touchpoints, impact updates, invitations, and meaningful follow-up.
- **Qualify and move donors.** Identify donors with major gift potential and partner with the Director of Development to transition them into the major gifts portfolio.
- **Collaborate cross-functionally.** Work closely with fundraising leadership, program staff, and executives to connect donor conversations with real organizational priorities.
- **Represent PLI externally.** Serve as a credible, mission-aligned ambassador with donors, partner churches, and at selected events.
- **Track performance metrics.** Report regularly on activity and outcomes including visits, asks, proposals, closes, and revenue.
- **Contribute to a culture of fundraising excellence.** Share best practices, improve solicitation tools and messaging, and continuously strengthen the team's results.

Qualifications

Preferred qualifications include:

- 3+ years of demonstrated success in nonprofit fundraising including direct experience making asks and closing gifts.
- Strong relationship-building skills with the ability to earn trust quickly and navigate sensitive donor conversations with confidence and humility.
- Excellent written and verbal communication skills, including the ability to translate mission and impact into compelling donor proposals and correspondence.
- Comfort with goals, metrics, and accountability (visits, asks, proposals, closes, revenue).
- Strong planning and follow-through: disciplined with next steps, deadlines, and CRM documentation.
- Experience using a CRM to track donor interactions and manage donor journeys.
- Comfortable with travel and meeting donors in-person or online; able to work effectively in a remote environment.
- Professional judgment and integrity in handling confidential donor information.
- Self-starter with a growth mindset, coachability, and a bias toward action.
- Active member of a Bible-based, Christian church and agreement with PLI Statement of Faith.

Desired Traits

- Continuous improvement mindset
- Planning and organizing strength
- Demonstrated leadership ability
- Positive, ownership-driven attitude - A Go Getter
- Strong communication skills
- Interpersonal and relational maturity
- Teamwork and collaboration
- Adaptability and flexibility
- Humble, Hungry, Smart

Location

- **100% remote**
- Travel: 10-15% (donor visits, partner meetings, key events, and staff meetings)

Reporting and Accountability

Reports to: Director of Development

Benefits and Compensation

This is a **part-time, contracted position**. Compensation is dependent on qualifications and experience.

Applicants should email a Cover Letter, Resume, and desired compensation to Bryan Blackford, Director of Operations at bryan.blackford@plileadership.org