



Major Gifts Associate

The Major Gifts Associate is responsible for cultivating high-level and mid-level contributors, together with the Director of Development. This includes researching prospective donors, scheduling meetings/phone calls, developing fundraising materials, building long-term relationships for the organization and tracking outcomes/strategies. This position reports to the Director of Development.

Trust Women opens clinics that provide abortion care in underserved communities so that all women can make their own decisions about their health care. This is a part-time position (20-25 hours per week, with additional weekend and evening hours as needed). This position has the strong potential to grow into a full-time position.

Responsibilities

- Identifying and researching contributors with high giving potential
- Creating and carrying out a plan for contributors to steward them through the giving process, to retain their support and to increase their giving over time with the Director of Development
- Managing systems for tracking and cultivating contributors through Trust Women's database
- Traveling and assisting senior staff for conferences, meetings, fundraising or networking events etc.
- Working with all departments, as necessary including developing materials, such as budgets, project descriptions and presentations
- Developing and implementing strategies for prospective contributors
- Leading recruitment of hosts for special events, meet and greets, private meetings and house parties.
- Cultivating opportunities and relationships to build the organizations profile and name recognition.
- Providing direct support for development functions (e.g. scheduling meetings, drafting correspondence, travel planning etc.).
- Working as a team to accomplish all development goals, including non-major gifts related projects.

Qualifications:

- Bachelor's Degree
- Experience in fundraising, especially major donors
- Excellent verbal and written communication skills
- Ability to work individually or on a team for various projects.

Trust Women Foundation

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- Eager to meet and exceed objectives and take on more responsibility.
- High ethical standards and sensitivity to the needs of contributors.
- Attention to detail and ability to juggle multiple priorities and projects to meet deadlines
- People skills to reach and relate to a broad spectrum and cross-section of potential contributors.

Attributes:

- Passion for reproductive rights, abortion access and the mission of Trust Women.
- Solutions driven
- Doggedness and determination
- Ability to create great working relationships
- Sense of humor
- Self-motivated

To apply: please send a cover letter and resume to info@itrustwomen.org.

Applications will be reviewed on a rolling basis until the position is filled. Applicants are strongly encouraged to apply as soon as possible.

Trust Women is an equal opportunity employer. We celebrate diversity and are committed cultivating an inclusive environment.