



**Bright Stars of Bethlehem, NFP  
Director of Major Gifts**

Bright Stars of Bethlehem partners to grow hope by nurturing creativity that transforms lives and fosters peace and justice in Palestine. Our work takes place in the US and around the world as our mission is to

*Raise awareness and support for the education of creative leaders in Palestine*

In other words, HOPE is what we do!

**POSITION DESCRIPTION**

The **Director of Major Gifts** plays a critical role in raising major financial support to further our mission. This is a full time, virtual position with the candidate ideally located in the greater Chicago, IL area. The Director of Major Gifts will work to secure donations from individuals, foundations and other sources throughout the US and in partnership with our friends in Palestine.

The Director of Major Gifts will maintain a portfolio of major gift donors and be a key liaison between the Executive Director and staff, volunteers and donors. This position reports to the Executive Director and collaborates, as needed with other Bright Stars staff. Up to 50% schedule is travel.

**MINIMUM QUALIFICATIONS**

**EDUCATION**

- Bachelor's degree, preferably in liberal arts field
- Certified FundRaising Executive (CFRE) certification (preferred)

**EXPERIENCE**

- 3+ years history of fundraising and development
- Demonstrated success in securing major gifts for organizations/foundations

**SKILLS**

- Excellent communication including written, speaking and interpersonal skills
- Demonstrated ability to excel in working with diverse donor groups and individuals
- An understanding of current affairs in the Middle East, especially Palestine
- Ability to work virtually and independently
- Performs well with varying, travel-heavy schedule
- Team player and self-starter: can work collaboratively but also have the entrepreneurial drive to conceive and implement new projects with minimal supervision

- Problem solver and strategic thinker
- Committed to growth: open to feedback, proactive about sharpening skills and efficiency

#### OTHER

- Sense of humor: our work is hard, yet hopeful. Laughing together is essential.
- Faith: as part of a faith-based nonprofit, this candidate should be committed to humbly growing in a multi-faith community that works with partners across the theological spectrum for justice, peace and the common good

#### PREFERRED QUALIFICATIONS

- Experience working or volunteering in faith-based context
- Located in within 100 miles of Chicago

#### DUTIES/RESPONSIBILITIES

- Major Gift Stewardship
  - Manage an active portfolio of 75-100 qualified donors/prospects.
  - Implement written strategies for the top 25 prospects
  - Conduct 125 plus face to face visits with top donors and prospects.
  - Develop and submit 25 or more major gift proposals annually
  - Document all donor communications in database
  - Cultivate and secure select major gifts totalling \$200,000
  - Identify and secure 5 new foundation gifts
- Gifting
  - Identify and secure 5 new foundation gifts
  - Develop successful referrals system for key partners
- Donor Prospecting
  - Identify 25 + new prospects annually from referrals
- Marketing of Gifts and Goals
  - Conduct gifting presentations
  - Provide fundraising training for key constituents
- Reporting
  - Prepare monthly reports for key constituents
  - Analyze major gift data and adjust strategy accordingly

#### BENEFITS

- Retirement contribution plan that is coupled with BSB support
- Virtual work environment

#### TO APPLY

Send Resumé and cover letter to Executive Director, Beth Nelson Chase at [beth@brightstarsbethlehem.org](mailto:beth@brightstarsbethlehem.org). Screened candidates will be asked to submit references, major donor success examples, project oversight and record of professional development training.