



## ROLE DESCRIPTION

**ROLE:** Leadership Giving Officer, Northern Cincinnati & Mid-Miami Valley

**DEPARTMENT:** Development (Fundraising)

**REPORTS TO:** Senior Director of Leadership & Legacy Giving

**WORK LOCATION:** Cincinnati or Middletown Ohio (Regional travel required)

**CLASSIFICATION/ STATUS:** Full-Time Exempt

**ORGANIZATIONAL OVERVIEW:** City Gospel Mission has served under-resourced individuals and families in the Greater Cincinnati region for more than a century. We provide transformational programs focused on food & shelter, recovery support, employment assistance, and youth programs and services that enable long-term life change for participants. We partner with donors, volunteers, churches and the community at large to provide restoration and lasting hope.

As part of our continued growth and regional collaboration, Hope House Mission in Middletown, Ohio will fully merge with City Gospel Mission on January 1, 2027. This integration will expand our ability to serve the Northern Cincinnati and Mid-Miami Valley communities.

**POSITION SUMMARY:** The **Leadership Giving Officer (LGO)** is responsible for building and managing a portfolio of donors and prospects capable of giving \$1,000–\$10,000+ annually, with the goal of cultivating long-term philanthropic partnerships that advance the mission of City Gospel Mission.

This role focuses on **relationship-based fundraising**, proactive **portfolio management**, and thoughtful **donor stewardship**. The LGO will work closely with the Senior Director of Leadership & Legacy Giving and other Development employees to identify, cultivate, solicit, and steward donors with a particular focus on the Northern Cincinnati and Miami Valley region.

A key responsibility of this role will include intentional stewardship and integration of the development program at Hope House Mission with the work at City Gospel Mission, to ensure continuity of relationships and strong donor engagement as the organizations fully merge in 2027.

Key Responsibilities:

1. Do the work at hand in a manner that is aligned with the ministry's core values of being: Godly, builders of meaningful Relationships, Compassionate and focused on Positive Transformation for ourselves and participants in our ministry programs.

## 2. Donor Relationship Management

- Manage a portfolio of approximately 120–150 leadership-level donors and prospects capable of giving \$1,000–\$10,000+ annually.
- Develop and implement individualized cultivation, solicitation and stewardship strategies for each portfolio donor.
- Conduct personal meetings, calls, and meaningful donor interactions to deepen engagement with the mission.
- Partner with organizational leaders when appropriate to facilitate donor meetings and solicitations.
- Strategically move donors with a potential to give at this level along (up) the donor awareness-engagement-investment pipeline to grow resources to expand impact.

## 3. Regional Donor Development

- Serve as the primary relationship manager for donors and prospects in Northern Cincinnati and the Mid Miami Valley.
- Build new relationships through referrals, community engagement, prospect identification and donor pipeline reports.
- Represent City Gospel Mission in regional events, community gatherings, and donor meetings.

## 4. Integration Development work of Hope House Mission with City Gospel Mission

- Provide fundraising/development stewardship for the donor community supporting Hope House Mission in Middletown, Ohio.
- Ensure consistent communication, relationship continuity, and strong donor experience during the organizational merger and beyond. The planned merger date is 1/1/27.
- Collaborate with development leadership to integrate donor data, engagement strategies, and stewardship practices between the organizations.

## 5. Donor Stewardship

- Implement organizational donor recognition and stewardship practices, ensuring donors understand the impact of their giving and are increasingly engaged in the life of the organization.
- Coordinate with the marketing and communications team to share impact stories and program updates.
- Support donor events, ministry experiences, and stewardship gatherings designed to deepen engagement.

## 6. Portfolio Strategy & Reporting

- Maintain accurate records of donor interactions and strategy within the donor CRM.
- Monitor progress toward revenue goals, donor retention, and donor upgrades within the portfolio.
- Provide regular reporting and strategic insights to the Director of Leadership & Legacy Giving.

7. Pray regularly for participants, employees, volunteers, at CGM and HHM. We value the power of prayer and encourage employees to pray. Spiritual growth is encouraged, but not forced on residents. We believe praying for our clients has a positive impact on participants, employees, partners and volunteers.

As with all CGM employees Leadership Giving Officers will complete other work-related duties as assigned.

### **PERSONAL REQUIREMENTS:**

1. Have the personal experience of receiving, by faith, Jesus Christ as Savior and Lord and be actively involved with a local church.
2. Have a passion to see men, women, and children come to know Jesus Christ as their personal Savior and Lord.
3. Have a personal fellowship with the Lord, which includes daily prayer and Bible study.
4. Agree with and sign the Statement of Faith of City Gospel Mission.
5. Have a personal conviction to serve people of all ethnicities with genuine care and equity.
6. Represent the moral standards of City Gospel Mission whether at work or outside of work, including social media communications and interactions with people that demonstrate godly character.
7. Must pass background check and drug screening.

### **PHYSICAL REQUIREMENTS:**

1. The person in the role must have the ability to move and function in an office environment. May require ascending/descending stairs, lifting or moving up to 25 pounds of office equipment or furnishings in a business setting or in a setting where donations are being given (i.e., food, clothing or other related items.)
2. The person in this position frequently communicates with donors and staff who have questions. She/he must be able to verbally exchange accurate information in these situations.
3. The person in this role must be able to drive to locations in the tri-state area, Ohio, Kentucky, Indiana, as needed.
4. Ability to soundly analyze information, ability to visually review written information, ability to listen and verbally communicate by phone.

### **SKILLS AND EDUCATIONAL QUALIFICATIONS:**

Required

1. Bachelor's degree or equivalent professional experience.
2. Three–five years of experience in fundraising, nonprofit development, or relationship-based sales.
3. Demonstrated ability to build strong relationships and communicate the impact of mission-driven work.
4. Excellent interpersonal, communication, and organizational skills.
5. Ability to manage multiple donor relationships and priorities simultaneously.
6. Willingness to travel within and between the Cincinnati and Miami Valley region.

Preferred

7. Experience managing a donor portfolio or mid-major gifts pipeline.
8. Familiarity with CRM systems used in nonprofit fundraising (e.g., Virtuous, Raiser's Edge, Salesforce).
9. Experience with and desire to work within a Christian, faith-based organizations or mission.

Successful candidates will demonstrate these key competencies:

10. Relationship-centered communication
11. Strategic donor engagement
12. Mission alignment and deep appreciation for the impact of transformational ministry
13. High integrity and professionalism
14. Strong organizational discipline in managing a donor portfolio

Date Revised: 3/19/26 VP Development & CHR&TD