

**Job Title:** Mid-Level Gift Officer  
**Organization:** Bridgeport Rescue Mission  
**Location:** Bridgeport, CT  
**Reports to:** Director of Development  
**Employment Type:** Full-time, Exempt  
**Salary Range:** \$50,000 – \$60,000, based on experience

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## About Bridgeport Rescue Mission

Bridgeport Rescue Mission (BRM) is a faith-based nonprofit fighting poverty, hunger, homelessness, and addiction across coastal Connecticut. We provide hot meals, groceries, shelter, addiction recovery, job training, and spiritual care to those in greatest need—with compassion, dignity, and hope. Bridgeport Rescue Mission takes pride in creating employment opportunities for individuals to continue to grow their careers and achieve individual development goals. This Director of Development position will provide the opportunity to manage the Development of financial goals for Bridgeport Rescue Mission.

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## Position Summary

The Gift Officer (Mid-Level) is a key leader who thrives on communicating via telephone and technology with donors who have contributed to BRM in the past two years. The candidate must also excel in recruiting and cultivating potential new donors. The Gift Officer will work on the Development team that has an annual goal of raising over six million dollars.

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## Key Responsibilities

- Cultivate relationships and solicit gifts from donors who give between \$1,000 and \$4,999
  - Use creativity to engage donors through phone, emails, text, and handwritten notes updating them on BRM events, success milestones, new initiatives, program updates etc.
  - Provides tours of our Community Resource Center and other BRM ministry sites
  - Actively seeks out new potential donors increase existing donor capacity to give more, or more frequently as well as convert donors to monthly givers
  - Recruit and provide development training for non-paid internships, volunteers and work therapy that would like to donate their time to support the Development team
  - Is a team player who actively supports the entire Development team
  - Encourages a culture of philanthropy across the staff of BRM
  - Supports fundraising events by encouraging donors to attend
  - Tracks monthly results using Donor Perfect/XL and ongoing communication with donors
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## **Qualifications**

### **Education & Training:**

- Bachelor's degree in nonprofit administration, business administration, communications, or related field required.
- Master's degree or MBA is a plus.
- CFRE (Certified Fund-Raising Executive) certification is a plus.
- Ongoing professional development in fundraising is encouraged.

### **Experience Requirements:**

- Minimum of three (3) years of experience in gift fundraising
- Proven ability to manage and motivate a Gift Development team and volunteers
- Background with CRM systems (Donor Perfect or similar)
- Proficient computer skills in Microsoft Office suite
- Previous experience in not for profit or in a rescue mission (preferred)
- Experience in donor relations and event planning is highly desirable

### **Key Skills and Attributes:**

- Knowledge of donor cultivation, stewardship, and fundraising best practices
- Team player
- Excellent interpersonal and communication skills
- Strategic thinking with attention to detail
- Time management and organizational strengths
- Familiarity with event coordination and grant writing
- Proficient in Microsoft Office Suite or similar software
- Christian, faith-based lifestyle

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### **Benefits Include:**

- Competitive salary
- Health, dental and vision insurance
- Paid vacation time
- Retirement plan option

### **To Apply:**

Please send your resume and a thoughtful cover letter describing your interest in the role and relevant experience to [KMoales@brmct.org](mailto:KMoales@brmct.org).