**Job Description: Philanthropy Officer**

Trust For Life (Trust) and Kentucky Organ Donor Affiliates (KODA), are non-profit partners working together to further the mission of organ, eye and tissue donation. Under the Donate Life brand, we partner to increase the number of registered organ donors, care for donor families, and save the lives of those waiting for transplants. The Philanthropy Officer is responsible for raising the funds needed to fulfill these lifesaving efforts.

Reporting to the Philanthropy Director, the Philanthropy Officer is responsible for identifying and cultivating prospects, arranging face-to-face meetings, tailoring proposals to align with contributors’ interests, and coordinating internal collaboration. The Philanthropy Officer is an integral member of the team of professionals dedicated to raising vital funds, cultivating our constituent base, and attracting new mission advocates. The Philanthropy Officer’s efforts will support current mission programs which include public education, multicultural outreach, donor family grief care initiatives, the Donate Life Campus Building A Legacy Campaign, and the Transplant Patient Assistance Fund.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

*Position may involve performing other duties as required, which may not be mentioned below. Specific functions may change from time to time.*

* Identify and cultivate prospects;
* Document in Raiser’s Edge;
* Organize and execute in-person meetings;
* Create presentations and proposals
* Ask for annual and major gifts;
* Coordinate internal collaboration;
* Execute prompt follow-up;
* Stewardship and appreciation;
* Ensure contributor recognition and sponsorship fulfillment;
* Achieve established performance goals.

**Qualifications:**

Trust+KODA seek a confident, compassionate, and accountable individual with exceptional organizational skills and tenacity. The successful candidate will be a professional who displays passion for the mission, is personable, and excels in building relationships. Communication and storytelling are skills necessary to share the mission and its impact. In this position, ethical conduct is paramount. Candidate must be a self-starter, self-motivated, detail-oriented, and able to multi-task under strict deadlines. Excellent writing, speaking, analytical, and research skills are essential. Candidate must demonstrate outstanding interpersonal skills and the ability to collaborate with stakeholders, including all levels of staff, volunteers, board members, contributors, and prospects. Five or more years of non-profit fundraising/development experience, possess a philanthropy-focused philosophy, and a working knowledge of a CRM is strongly recommended. To apply, please submit your resume and salary requirements to Shannon Adkins ([sadkins@donatelifeky.org](mailto:sadkins@donatelifeky.org)). Only those whose applications are being considered will be contacted.   
  
**Employer:** Trust For Life DBA Donate Life KY

**Location:** Shared office space, home office, and within the community.

**Reports to:** Philanthropy Director

**Hours:** Full-time, semi-flexible, occasional nights and weekends

**Salary starts at $50,000 commensurate with experience.**

**Employer provided benefits:** Health, dental, and short-term disability insurance provided by the company and paid in full. An additional 10% of salary is deposited into SEP IRA. Vacation, Sick, Birthday, and Holidays. Onsite Exercise Facility and Meditation Room

**To learn more about us, please visit our website at**[**http://www.donatelifeky.org.**](http://www.kodaorgan.org/)

**Trust For Life is an Equal Opportunity Employer M/F/Disability/Veteran/Sexual Orientation/Gender Identity.**