

# FREE WHEELCHAIR MISSION



SOUTH WEST REGION

**SENIOR DEVELOPMENT OFFICER**

*Job Description*

Free Wheelchair Mission (FWM) is a faith-based, non-profit organization based in Irvine, California. Our mission is to “Transform lives through the gift of mobility to the physically disabled poor in developing countries as motivated by Jesus Christ”. Our vision is to “To creatively partner with like-minded international humanitarian and indigenous organizations to place 20 million wheelchairs”. Free Wheelchair Mission has grown rapidly since its beginning in 2001, and has shipped over 863,000 wheelchairs to over 91 countries all over the world. Designed to be rugged, durable and inexpensive, the FWM wheelchair costs only \$77.91 each to manufacture, deliver and distribute.

## POSITION SUMMARY

Manage and develop a comprehensive donor development program that identifies, engages, ministers to, develops, and grows current and potential donors. An essential part of the position will be to build the number of current donors, increase their involvement, and raise total contributions. This position works closely with the Development team and reports directly to the National Director of Development.

## KEY RESPONSIBILITIES

- Develop strategies for cultivating, soliciting, stewarding and recognizing new major donors
- Maintain the integrity of donor relationships and maintain correspondence
- Recommend prospects and solicit for new donor gifts
- Work with Development team to track donor activity through fundraising software (Raiser’s Edge)
- Ensure that fund development is carried out in keeping with FWM’s mission, vision, and values
- Motivate and energize board members to participate in donor fundraising activities
- Assist in large donor campaigns and other development team projects
- Available to travel to local and regional events for fund development purposes
- Participate in staff development and fundraising events
- Perform other administrative duties as assigned in support of daily job duties by direct supervisor
- Share the message of Free Wheelchair Mission and our vision





## EXPERIENCE REQUIRED

- At minimum of at least 3 - 5 years in fundraising or major giving in nonprofits
- Familiarity with missionary organizations or disabilities beneficial
- Experience in the non-profit or philanthropic sectors highly desirable
- Bachelor's degree (B.S. / B.A.)

## KNOWLEDGE AND CRITICAL SKILLS

- Ability to identify, acquire and steward gifts from individuals and groups
- Outstanding verbal, written, and e-mail communication skills that can articulate a compelling case for donating to Free Wheelchair Mission
- Ability to manage multiple tasks simultaneously, problem solve, and work as part of a team
- Excellent interpersonal skills and ability to interact diplomatically with diverse donors and groups
- Intermediate computer skills in Microsoft Word, Outlook and Excel and proficiency in using computer software and knowledge of donor base management; experience with Raiser's Edge database a plus.
- Willingness and available to work occasional evenings and weekends
- Must meet organization conditions for employment



# Free Wheelchair Mission OUR IMPACT

**844,120**  
WHEELCHAIRS DISTRIBUTED

**% OF CHAIRS BY REGION**

Eurasia\*  
57.67%

Latin America  
26.52%

Africa  
15.81%

Wheelchairs Donated Per Day  
**201**



A Wheelchair Provides  
**EDUCATION & EMPLOYMENT OPPORTUNITIES**

**TOP 5 COUNTRIES**  
*Served Since 2001*

Vietnam	..... 121,030
India	..... 97,470
China	..... 67,420
Peru	..... 55,792
Chile	..... 38,041



## COMPONENTS OF MOBILITY

**DESIGN**  
We build our wheelchairs with a simple and rugged design to fit demand in the developing world.

**MAINTENANCE**  
We use commonly available components that are easily repaired and maintained.

**COST EFFECTIVENESS**  
We provide mobility at a reasonable cost in order to make strides toward addressing the overwhelming global need for wheelchairs.

**OPPORTUNITY**  
We create opportunities for jobs, prayer, education, relationships, and increased community involvement.

**OVERSEAS PARTNERS**  
We partner with like-minded organizations to reach some of the most remote regions on the planet.

\*Eurasia includes Europe, Asia, the Middle East, and Oceania.

## ABOUT FREE WHEELCHAIR MISSION

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Free Wheelchair Mission is an EQUAL OPPORTUNITY EMPLOYER. This position of Senior Development Officer is employed “at will” by Free Wheelchair Mission. Compensation: salary dependent upon qualifications and experience.

## HOW TO APPLY

Please send cover letter addressing your experience with regard to the responsibilities and qualifications listed above, and resume with work and volunteer experience to [resumes@simainternational.com](mailto:resumes@simainternational.com) with “Senior Development Officer” in the subject line. For more information visit [www.freewheelchairmission.org](http://www.freewheelchairmission.org)

Tommy Thomas, Practice Leader  
JobfitMatters  
615-261-4623

