



## Job Posting

**TITLE** Development Officer

**REPORTS TO** Director of Development

**JOB SUMMARY** This critical position develops, cultivates and maintains major gift and planned giving level donor relationships. The Development Officer creates and implements annual and long-range plans to increase major giving and levels of donor participation, and plays a key role in the identification, cultivation, solicitation and stewardship of prospects as well as manages a portfolio of potential major gift prospects and donors. Responsible for direct solicitation of gifts as well as coordinates with staff and board members in additional cultivation and solicitation. This position will implement plans and make decisions related to major gift fund development and includes establishing and creating sponsorships, and raising money from individuals and corporations.

**CLASSIFICATION** Full-time; exempt; Flexibility to work evenings and weekends is required

### **DUTIES/RESPONSIBILITIES**

- Implement identification, cultivation and stewardship activities that strengthen long-term relationships to current and new donors who have the capacity of making a major gift (\$10,000 and higher)
- Develop major gift and planned giving goals and objectives to achieve successful outcomes in line with the annual budget and strategic plan
- Contribute to the development of strategic fund raising goals and objectives through participation in development team planning meetings
- Create and regularly review the revenue budget for major gifts and planned giving.
- Provide written monthly status to Director of Development regarding pending and successful solicitation efforts, and actual to budget revenue goals
- Develop and execute successful major gift solicitation strategies
- Collaborate with Director of Development to determine major gift prospects for cultivation
- Build meaningful relationships with major donor prospects and inspire giving through engagement in the agency mission
- Manage and expand a portfolio of donors who have the capacity for making a major gift
- Make direct, face-to-face solicitations, and assist the board and with their solicitation (e.g. provide portfolio development support, strategic counsel, and help with donor communications)
- Work in close partnership with the Executive Director, Director of Development, Development Manager and Grants Officer to ensure full communication and that any cross-over issues are quickly resolved
- Utilize donor software systems to track and cultivate donors and prospects, including wealth screening tools
- Create and implement moves management plan strategies
- Ensure accuracy of major gift and planned giving donor information
- Establish recognition programs with Director of Development
- Attend and participate in agency events such as Thanksgiving distribution and the annual meeting, and visit seasonal prevention program sites
- Participate in relevant meetings and represent the agency in the community as assigned

## KNOWLEDGE, SKILLS AND ABILITIES

- Bachelor's degree required, advanced degree or certification preferred
- Five years of nonprofit fundraising experience with a demonstrated ability to secure individual and major gifts and meet objectives required
- Must be a skilled fund-raiser, exceptional communicator and a person who works collaboratively with and through others to achieve success
- Ability to successfully navigate prospect relationships
- Must work independently and be self-motivated in initiating contacts with prospects
- Skilled in using a donor database, prospect research and other wealth screening tools to aid the moves management process
- Exceptional writing and speaking skills and the ability to use them to compel individuals to action
- Must be organized, prepared, detail-oriented and follow through on commitments
- Ability to inspire prospects and successfully engage them in our vision and mission
- Must have outstandingly strong interpersonal and communication skills and demonstrate professionalism and warmth when interacting with donor community, staff, volunteers, partners & others
- Must adhere to the highest ethical standards, demonstrate an empathetic disposition and perseverance, and convey sensitivity to the needs of donors
- Exceptional relationship and trust building, communication, listening and personal engagement skills
- High degree of comfort and poise with a diverse group of stakeholders
- Ability to work independently and manage multiple tasks simultaneously with thoroughness, accuracy, timeliness, professionalism and a positive spirit
- Creative, innovative and entrepreneurial mindset and leadership style
- Strong computer skills including, Google, MS Office, spreadsheets, databases, email and internet
- Familiarity with the Benevon fundraising model preferred
- Familiarity with eTapestry or similar donor software program preferred

Email resume and cover letter to: [jobs@theactioncenterco.org](mailto:jobs@theactioncenterco.org)  
Currently interviewing - please apply as soon as possible. Posting will remain open until filled.

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