



DEVELOPMENT OFFICER JOB DESCRIPTION

Job Class: Exempt Reports To: Executive Director

JOB SUMMARY:

The Development Officer (DO) works closely with the Executive Director, the Director of Development and Board, to implement and coordinate strategies and plans to sustain and expand the donor base and fundraising revenues for CFFNM. Responsibilities include identification, cultivation, solicitation, and stewardship of current and new donors. Additionally, the Development Officer will help coordinate special appeals, donor communications, grant research and proposals, as well as work on all events of the Foundation.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Help to create and implement overall development plan for the organization, as well as help propose and deliver annual development budget.

Oversee individual giving campaigns, including annual giving and special appeals, and identify new methods and strategies to increase revenues and donor participation. Immediate focus will be on the expansion of the Foundation's Annual Giving Campaign and establishment of Community-wide activities in October and November Annually.

Participate in the Sweetheart Auction (SHA) Steering Committee, which is responsible for strategic leadership and overall results. Assist with sponsor solicitation efforts and ensure sponsor benefit fulfillment. Provide oversight for post-auction activities to ensure proper acknowledgment of all donors and sponsors.

Assist with grant writing activities to include research, application submission and completion of follow up reports.

Coordinate efforts with the with Events Manager, as well as with the Foundation Marketing Coordinator, to develop an effective donor communication strategy for both current and prospective donors, clients, and other key constituents.

Provide leadership for the organization in business and personal solicitations and help to identify, cultivate and solicit prospects for the Foundation.

Maintain and expand development and nonprofit networks for the purpose of education, idea and revenue generation and relationships.

All other duties as assigned by the Executive Director.

REQUIRED QUALIFICATIONS (INCLUDES EDUCATION, SKILLS AND EXPERIENCE): *The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Bachelor's degree and at least 5 years experience
- Experience in asking for and closing business and individual gifts
- Experience in managing and tracking multiple prospects and donors
- Experience in planning and delivering budgetary responsibilities
- Experience with donor database systems.
- Experience in developing, managing, and implementing multiple projects and strategic goals
- Demonstration of effective written and verbal communication.

NEEDED ATTRIBUTES or CORE COMPETENCIES:

- Be a team player and be able to work with a diverse group of people.
- Be able to work with a high level of work ethics and integrity.
- Be self-motivated and require little to no supervision.
- Be able to maintain a high level of confidentiality
- Be able to multi-task and handle multiple deadlines.
- Must be comfortable in a variety of situations and environments with donors and prospects, and able to comfortably converse with these constituencies.
- A positive outlook on life, self-assurance, and a good sense of humor are critical for success in this position with the Foundation.

WORKING CONDITIONS AND PHYSICAL EFFORT: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job the employee is regularly required to sit, stand, walk, talk, listen, and reach with hands and arms.
- This position requires frequent manual dexterity in combination with eye/hand coordination such as keyboarding, handling of equipment, use of calculator, etc.
- While performing the duties of this job the employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.
- Specific vision abilities required by this position include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.
- The employee must regularly lift and move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- The noise level in the work environment is usually low to moderate.
- The work environment involves moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.
- Travel locally, to Albuquerque and to Northern NM will vary.

I have read and understand the above job description. I verify that I meet the required qualifications and am able to perform the essential functions and responsibilities of this job description.

Full Name (printed)

Signature

Date