

# FAMILIES FORWARD

DIGNITY • EMPOWERMENT • HOPE

**Job Title: Development Officer**

**Reports to: Director of Fund Development**

**Education Requirement: Bachelor's Degree**

**Experience Requirement: Minimum of 5 years in profit or non-profit with primary responsibility cultivating, soliciting and stewarding donors.**

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## **Job Summary:**

Under the direction of the Director of Development, support the achievement of annual fund development goals and objectives with a primary focus on mid-level (\$1,000-\$5,000) donor relationships.

## **Essential Job Duties:**

### **Development (60% of time)**

- Develop implementation plans to cultivate, qualify and steward donors who are currently giving or have the potential to become mid-level donors.
- Personally cultivate, solicit and sustain mid-level donors.
- Work collaboratively to identify major donor prospects among the mid-level donors and help steward donors who have reached their maximum giving potential.
- Actively work to deepen relationships with mid-level donors to increase donor retention and grow the yield
- Develop and implement Monthly recurring donor campaign
- Manage and contribute to stewardship plan for all donors and events.
- Assist in the development and implementation of department procedures and practices (systems) to increase department efficiencies, accuracy of records and database and achievement of fund development goals.
- Communicate with Board, Management and committees on development activities and progress.

### **Gala Planning and Logistics: (20% of time)**

- Develop Gala budget and strategic plans to meet budgetary goals
- Serve as primary relationship manager for assigned Gala sponsors
- Evaluate and manage donor stewardship of Gala sponsors and guest experience

### **Program and Outreach Activities: (10% of time)**

- Identify and participate in outreach efforts in the community.
- Support seasonal programs through identification, solicitation and stewardship of in-kind and monetary gifts for assigned relationships.
- Participate in community fundraising activities and collaborations.

### **Other Duties as Assigned: (10% of time)**

- Maintain Raisers Edge records to capture on-going donor information
- Participate in all staff, management at large and fund development meetings.
- Assist with other special projects as assigned.
- Contribute ideas for social media postings to Director of Marketing & Communications

### **Additional Qualifications:**

- Maintain valid California Driver License and State Mandated Vehicle Insurance.

### **Salary Requirements:**

- **Range:** 50,000-\$70,000
- Phone or monthly phone stipend

**Please email a detailed cover letter outlining why you are a good fit for this position along with your resume to: Elizabeth Childs, Director of Human Resources with Development Officer position in the subject line to [echilds@families-forward.org](mailto:echilds@families-forward.org) No phone calls please.**