



Position Title:	Development Officer		
Reports To:	Director of Development		
Department:	MDC Foundation	Job Code:	2931
Prepared By/Date:	Carol Flynn/04-2007	Job Group:	PEC
Approved By/Date:	John Vogel/04-2007	Salary Grade:	16
Revised:	Jennifer C. Brito/06-02-2009	FLSA Status:	Exempt

Summary:

The Development Officer reports to the Director of Major Gifts and provides direction for the fundraising efforts for a particular academic area or discipline of the College. Responsible for raising philanthropic resources to further the College's mission.

Essential Duties and Responsibilities:

- Works directly with the campus development officers and deans/faculty to develop new approaches to prospective donors and coordinates these contacts to initiate the cultivation/fundraising process.
- Maintains a portfolio of at least 100 prospects for gifts of \$10,000 and higher.
- Maintains an active understanding of the programs to which assigned and translates those programs to opportunities for donor support. Also maintains broad understanding of the College as a whole.
- Conducts 15-20 face-to-face meetings per month with prospects for purposes of discovery, cultivation, solicitation, and stewardship.
- Prepares written gift proposals for prospects.
- Makes recommendations for gift restrictions and decides about naming opportunities.
- Prepares gift agreements for new gifts, as required.
- Performs related duties as required or deemed appropriate to accomplish the assigned duties and responsibilities of this position.

Knowledge, Skills and Abilities:

- Knowledge of cultivation, solicitation, and stewardship strategies and techniques.
- Knowledge of methods, practices and procedures for obtaining information about the giving programs.
- Strong knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).
- Strong knowledge of Blackbaud's Raiser's Edge donor management system preferred or similar development software.
- Excellent organizational skills, presentation skills and communication skills (both oral and written).
- Excellent interpersonal and networking skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Strong leadership skills with the ability to be persuasive and influential.
- Demonstrated ability in grant and proposal writing at appropriate levels for varied proposal development.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to effectively present information and respond to questions from top management, groups of managers, clients, customers, and the general public.

- Ability to maintain a high level of poise and professionalism in all circumstances.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to take primary responsibility for diverse number of projects and to complete them in a timely manner with limited supervision.
- Ability to work in a multi-ethnic and multi-cultural environment with user communities of diverse backgrounds and skill levels.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

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 must occasionally lift and/or move up to 10 pounds. The employee is frequently required to stand; walk; talk and hear; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree in a related field of study such as Business, Public Relations, or Marketing and seven (7) years of experience in development, non-profit marketing or related field (preferably in an academic environment).
- At least two (2) years of major gift fundraising or upper-level annual fund work is required with demonstrated record of accomplishment.
- Evening and weekend work is sometimes required.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name