



<b>Position Title:</b>	Senior Development Officer	<b>Job Code:</b>	2935
<b>Reports To:</b>	Director of Development	<b>Job Group:</b>	PEC
<b>Department:</b>	MDC Foundation	<b>Salary Grade:</b>	17
<b>Prepared By/Date:</b>	Jennifer C. Brito/06-8-2009	<b>FLSA Status:</b>	Exempt
<b>Approved By/Date:</b>	L.J. Rodriguez/07-06-2011		
<b>Revised:</b>	Donna French/07-06-2011		

### **Summary:**

The Development Officer reports to the Director of Development 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 150 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 naming opportunities
- Prepares gift agreements for new gifts, as required
- Performs other duties as assigned

### **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
- 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 deal with more larger and more complex organizations
- 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 occasionally work a flexible schedule to include evenings and weekends
- 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 is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

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 eight (8) years of experience in development, non-profit marketing or related field with some emphasis in Major gift fundraising, senior level fundraising, or upper-level annual fund work

**ACKNOWLEDGEMENT**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name