



DEVELOPMENT OFFICER POSITION DESCRIPTION

DEPARTMENT:	DEVELOPMENT
IMMEDIATE SUPERVISOR:	DIRECTOR OF DEVELOPMENT
STATUS:	EXEMPT
HOURS:	40 HRS. /WEEK

POSITION PURPOSE:

The Development Officer is in charge of funding and donor related activities for the MOSH. The development officer will assist and/or lead in short and long range strategic planning activities to create and implement fund raising goals and objectives. Coordinates joint solicitation efforts, developing internal processes and procedures, and aligning marketing and outreach efforts for multiple development programs and initiatives within MOSH.

DUTIES AND RESPONSIBILITIES:

- Oversee day-to-day operations for the development department.
- Oversee the stewardship process for the department.
- Reconcile fundraising numbers with the business office (monthly).
- Oversee the annual fund appeals (4-6 per year).
 - Create and manage the annual appeal schedule and budget.
 - Draft copy for print mailings, email campaigns, and social media campaigns.
 - Coordinate design and approval of print mail packages and other communications materials.
 - Coordinate with the mail house to print and mail annual appeals.
 - Identify 50-100 high-priority donors for follow-up after each appeal and coordinate follow-up – including conducting outreach calls and assigning calls to other staff.
 - Reporting on appeal performance.
- Coordinate with the Development Associate to research individuals who respond to appeals and identify prospects with capacity.
- Manage a portfolio of 30-50 Catalyst level+ donors to conduct solicitations on behalf of the organization.
- Coordinate with the Development Committee to manage their solicitations and provide support.

QUALIFICATIONS: To be successful, an individual must be able to perform each job duty satisfactorily.

EDUCATION AND EXPERIENCE

- Bachelor's degree or equivalent combination of education
- 3-5 years or more securing major grants and gifts from individuals, corporations, foundations, and other private funding sources.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
- Proven relationship building and collaboration while matching prospect's personal vision with MOSH's vision, mission, and programs
- Proficiency in Salesforce or similar database systems preferred

SKILLS AND ABILITIES

- Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others.
- Demonstrated organizational skills and experience in managing events and other complex activities in support of development objectives.
- Ability to foster effective working relationships within a team environment.
- Community relations skills and the ability to communicate and work effectively within a diverse community.
- Program planning and leadership skills.
- Highly developed verbal and written communication skills and the ability to present effectively to small and large groups.
- Ability to maintain confidentiality is required
- Strong computer skills with solid knowledge of MS Word and Excel

TIME COMMITMENTS:

Hours are generally Monday-Friday, between 8:30 am to 5:00 pm, but flexibility is required. Some weekends and evenings may be required.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

Equal Employment Opportunity:

MOSH provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.