

DUMAS WESLEY COMMUNITY CENTER – MOBILE, AL

JOB DESCRIPTION

DEVELOPMENT OFFICER

GENERAL SUMMARY

The Development Officer is primarily responsible for fundraising and grant-writing, as well as other related duties as set forth below. The Development Officer works under the direct supervision of the Executive Director.

PRIMARY JOB FUNCTIONS

- Prepares and implements detailed plans for all fundraising for DWCC
- Write proposals for private, government, and corporate funding sources
- Research new private, government, and corporate funding sources
- Prioritizes individual program needs when developing fundraising strategy
- Constructs and maintains a calendar of over 50 grant deadlines
- Optimizes organization's donor cultivation and stewardship activities, including e-solicitations, estate planning, donor surveys, thank-a-thons, special campaigns, etc.
- Updates and improves the website donation page as needed
- Maintains and enters donation data into the donor portfolio and mailing database
- Prepares or supervises the preparation of all proposals, appeal letters, etc.
- Conveys agency's mission and ability to affect change within funders' focus areas
- Tracks board member pledges and improves board pledge form as needed
- Collaborates with marketing/PR director and ED on annual campaign and endowment campaign
- Plans quarterly open house events designed to cultivate new donors
- Develops fundraising strategy with the board of directors fundraising committee
- Meet with major donors and prospective donors with ED and/or board members

SKILLS

- Must be able to work as a team member and get along well with fellow employees.
- Must be understanding, patient and empathetic to needs of all clients.
- Must be able to work a flexible schedule when situation warrants.

COMPETENCIES:

Analytical: Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data;

Written and Oral Communication: Writes clearly and informatively; varies writing style to meet needs; presents numerical data effectively; speaks clearly and persuasively; demonstrates excellent group presentation skills;

Quality: Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality;

Quantity: Strives to increase productivity;

Initiative: Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

Planning/Organizing: Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; develops realistic action plans.

EXPERIENCE / EDUCATION

- Must have a college degree and 2 years' experience in a related field
- Proven ability to work with the public.
- Demonstrated ability to adapt and function in a diverse and/or stressful environment.

Interested candidates may email a cover letter and resume to: kcarver@dumaswesley.org