

We are seeking a Development Officer to join our Philanthropic Services team. The Officer will report to the Director of Development.

This is a full-time, exempt position at our Santa Barbara office.

Please review our Job Description below, before applying.

See the bottom of our ad for information regarding benefits!

Position Summary:

The Development Officer plans and implements activities designed to raise discretionary and unrestricted funds for the Santa Barbara Foundation (SBF). By utilizing effective fundraising and promotional techniques, the incumbent engages donors and the general community in SBF's mission and inspires them to contribute resources to support our work. The Officer will act as a liaison between the Communications team, IT and Philanthropic Services (PS) team.

Specific Responsibilities:

- With the Director of Development, develop concepts and themes of annual fundraising activities.
- Contribute significant input into overall development strategy and content of printed materials and electronic communications.
- Prepare timeline for implementation and manage workflow of annual fundraising campaigns and activities.
- Design, implement, maintain and track annual fund activities and costs.
- Work with the PS team to conceptualize and execute successful fundraising and "friend raising" events.
- Oversee operations of direct mail, electronic and special event fundraising efforts.
- Direct (printed and electronic) mailings, including list generation, mail house coordination, postage accounts and returned mail processing.
- Secure in-kind donations in support of campaigns and activities.
- Work with leadership to secure corporate sponsorships and support.
- Collaborate with the Foundation's Communications staff to generate a positive public profile of the Foundation including messaging, creating publications and developing an online presence that supports constituency building. This includes:
 - Assist with production of collateral for events and campaigns.
 - Assist with content for press releases, other promotional materials and with promoting events using various media formats.
 - Prepare staff for media interaction and supply PS-related press packets for events, when appropriate.
 - Support social media strategy to increase SBF's profile, engage volunteers and secure contributions.
 - Provide updates to Communications staff to keep website current with content and events.

- Provide Communications staff with the content for regular newsletter, annual report and other publications.
 - Develop timeline for PS Department publications and collateral.
- Collaborate with Directors of Development and Donor Relations and Community Engagement Department to plan and organize donor education events around strategic priority areas.
- Collaborate with Directors of Development and Donor Relations to plan Legacy and annual reception events.
- Collaborate with Directors of Development and Donor Relations to plan and execute Professional Advisor and other events that educate and support donors in their charitable giving.
- Other duties as assigned.

Essential Requirements:

- Extensive knowledge of MS Office software and ability to train others in these applications.
- 3-5 years' experience in Development, Marketing or Communications.
- Excellent oral and written communications skills.
- Excellent attention to detail.
- Ability to plan, organize and coordinate special events.
- Knowledge of institutional fundraising, promotions and/or public affairs programs, methods, procedures and techniques.
- Strong interpersonal communication skills and the ability to work effectively with colleagues, donors, grantors, volunteers, vendors and with a wide-range of constituencies in a diverse community.
- Ability to create, compose and edit written materials.
- Ability to learn quickly, take notes and retain/synthesize information.
- Ability to respond to complex, non-routine problems and guide others with creative solutions.
- Excellent ability to manage time and handle multiple tasks and deadlines.
- Uses knowledge of development field to determine the best solutions.
- Ability to function independently, with some general supervision and to meet goals and objectives that are set with the assistance of the Director.
- Timely completion of assigned tasks.
- Attend events in varying areas of Santa Barbara County, occasionally in the evenings or on weekends.
- Bachelor's Degree.

Work Environment:

- General office environment.
- Open office space area.
- Dog-friendly office (well-trained pets, only).
- Significant telephone and computer work (repetitive movement – typing).
- Occasional travel to satellite office in Santa Maria and/or to events off-site.
- Frequent sitting, standing, walking, climbing stairs, bending and occasional lifting of light loads (10lbs.)

At SBF, we value wellness and offer a very generous benefits package, including: up to 15 days of PTO in the first year of employment, 401K with 4% matching in the first year and an additional 6% of profit sharing after one year anniversary, fully paid medical and ancillary benefits, massages and more!

**All applicants are required to submit both a resume and cover letter to hr@sbfoundation.org.
No calls, please.**

Compensation starts at \$50K per year, plus, DOE, at 35 hours per week.