**Development Officer, Centers for Youth & Families Foundation**

**Fundraising duties**

* Responsible for managing a portfolio of 50 to75 churches, community organizations and individuals with clear fundraising goals.
* Lead staff for Champions of Hope service program for juniors and senior high school boys.
* Lead staff for planning, marketing and implementing Giving Tuesday, end-of-year giving and integral to holiday activities, including Halloween, Christmas and Easter.
* Responsible for maintaining and growing support from churches and community organizations in the Centers for Youth and Families’ mission through financial gifts and service activities.
* Assist in stewardship activities, including calls and letters to donors, invites for tours of The Centers and invitations for individuals to join Center Corps Auxiliary and Emerging Leaders Young Professionals organization.
* Assist in fundraising and planning for special events, including BrunchFest, Centers Classic Golf Tournament and The Evolve Gala including sponsorship asks, auction asks and in-kind gift requests.

**Other duties**

* Serve as board liaison to plan and prepare for Foundation Board and committee meetings and take minutes at Foundation board meetings.
* Create monthly e-newsletters including e-newsletters for employees, Board members, Center Corps Auxiliary, Emerging Leaders and for supporters of The Centers.
* Create graphics that can be used in e-newsletters and social media posts.
* Serve as the photographer for Foundation activities.
* Build external relationships through networking outside of the office, with a goal of three outside meetings weekly.
* Other administrative duties as needed.

**Requirements**

* College degree and experience in nonprofit organizations, with a preference for development experience or sales experience.
* Superior written and verbal communication skills.
* Experience writing sponsorship and/or grant proposals.
* Excellent phone skills.

Submit resume to Melissa Hendricks, mhendricks@cfyf.org or Michelle Allen, mallen2@cfyf.org.