



Position: Development Officer

Location: Goodness Village - Little Rock

Employment Type: Part-Time-Remote

Goodness Village seeks a skilled Development Officer to join our team. Responsibilities include acquiring new donors (individuals, companies, clubs, organizations, churches) through research, cultivation, solicitation, and stewardship. This role reports to the Director of Development and requires collaboration with staff, Board, and volunteers while upholding the organization's mission, values, confidentiality, and compliance standards. To apply, email your resume to Tammy Quick, Director of Development, at tammy@goodnessvillage.org.

Who we are:

For over 28 years the mission of Goodness Village has been to provide a home away from home for patients and their families who are seeking medical treatment in Little Rock. The world-class care, treatment facilities and resources in Little Rock bring patients from all over the country for short- and long-term stays during their medical treatment. Goodness Village provides a home for patients to live with their family or caregivers in their own private apartment throughout the duration of treatment.

Key Responsibilities:

- Conducts face-to-face cultivations and solicitations, interacting with donors and prospects creating relationships to produce donations.
- Conducts regular research for prospects and records information timely.
- Prepares written correspondence and proposals to produce results.
- Possible travel outside of Central Arkansas
- Participate in monthly development meetings.

Experience, Knowledge, Skills and Abilities:

- Experience in successful fundraising with a quantifiable track record of closing gifts.
- Comfortable interacting with high-net-worth individuals while maintaining discretion and confidentiality with significant benefactors.
- Knowledge of nonprofit market and the resources relevant to our environment.
- Knowledge of and/or training in major gifts and planned giving is highly desirable.
- Successful experience in presenting proposals and speaking to groups.
- Strong organizational and time management skills.
- Excellent written and verbal communication skills.
- Experience with CRM software, Microsoft Word, Excel and Google Workspace.

Education:

- Bachelor's degree or higher preferred.
- 6 years of experience in developing and implementing a wide range of successful fundraising projects to reach annual goals.

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