

## Job Description

Job Details	
<b>Job Title</b>	Development Officer, Individual Giving
<b>Reports To</b>	Director of Development
<b>Apply at</b>	<a href="https://my.neighbor.org/jobs-careers/">https://my.neighbor.org/jobs-careers/</a>
<b>Salary</b>	\$69,519 - \$100,119

Summary
<p>Do you want to work for a company where your work has meaning? At Father Joe's Villages, we're looking for compassionate, mission-driven individuals to join our team and help us end homelessness one life at a time. Our work is driven by our C.R.E.E.D which is the foundation for our interactions with clients, volunteers, other staff members and the community at large:</p> <p><b>Our Values</b></p> <ul style="list-style-type: none"> <li>• Compassion-Concern for others and the desire to assist.</li> <li>• Respect-An act of giving particular or special regard.</li> <li>• Empathy- Understanding and being aware of and sensitive to the feelings, thoughts, and the experience of others without judgment.</li> <li>• Empowerment- Helping others to help themselves.</li> <li>• Dignity-All people are considered worthy of our esteem.</li> </ul> <p>Development Officer, Individual Giving is charged with identifying, cultivating, soliciting and stewarding donors who give \$1,000 - \$5,000 annually. Managing a portfolio of 150 donors, the DO will work to increase the donors support by engaging them in meaningful cultivation and stewardship activities, strengthening their commitment and support of Father Joe's Villages.</p>

Essential Functions
<ul style="list-style-type: none"> <li>• Manages an active portfolio of 150 existing donors giving \$1,000 - \$5,000 annual with an emphasis in growing support by engaging donors with meaningful and thoughtful stewardship.</li> <li>• Secure funds for the organization by managing a group of assigned, qualified donors assuring that as many as possible are retained as donors and are upgraded in their giving and involvement.</li> <li>• Under the direction of the Director of Development, create individual goals for each person in assigned portfolio based on the donor's history of giving and the organization's knowledge of that donor's potential.</li> <li>• Working in collaboration with the events and major gifts teams, conduct monthly Executive tours of Father Joe's Villages' East Village.</li> <li>• Working in collaboration with the events and major gifts team, assist with donor stewardship events including events held in donor homes, donor luncheons and masses.</li> <li>• Oversee the development and production of three Impact Reports annually geared toward donors who contribute \$1,000+ annually.</li> <li>• Meet quarterly goals for donor outreach including personal calls to assigned donors, donor visits and outreach via email and mail</li> </ul>

## Job Description

- Utilize the Organization's CRM database and other available prospect research and analytical tools to identify, segment, and qualify a broader and deeper pool of prospective donors with the capacity and affinity to make annual gifts at targeted levels
- Work closely with colleagues across the organization implement targeted communications and engagement strategies, stewardship, and tailored events/experiences.
- Manages systems and software to track and cultivate donors and prospects, including our donor database and wealth screening tools.

### Job Requirements

- Bachelor's Degree in Communications, Business or English or equivalent.
- At least 3 years of experience in non-profit fundraising with individual donors, corporate partners and/or special events.
- Excellent written and oral communication skills
- Excellent interpersonal skills and a proven ability to build strong and authentic personal relationships with people of all backgrounds including those with influence
- Intermediate user of MS Office and donor software (Raisers Edge preferred).
- Be at least 21 years of age with a minimum of 3 years of driving experience; possesses a valid California driver's license; and has no Class 1 or more than two Class 2 violations within the past 36 months.
- Participate in an annual Tuberculosis screening and/or other screenings when necessary. Reasonable accommodations may be granted where appropriate.

### Work Environment

- Work is in a controlled environment and involves some exposure to moderate risk of accident.

### Physical Demand

- Climbing: Ascending or descending ladders or stairs using feet and legs and/or hands and arms. Body agility is emphasized.
- Light Carrying/Lifting: Physically transporting, raising items from a lower to a higher position, or moving objects horizontally weighing less than 15 pounds from one location to another.
- Mobility Requirement: If essential, please describe for this job (ex. ability to get from one office location to another).
- Repetitive motion: Substantial movements of the wrists, hands, fingers, and/or upper body for sustained periods of time, including using extremities to drag, push, pull or grasp.
- Sitting: Particularly for sustained periods of time.
- Walking: Moving about on foot, particularly for long distances.
- Visual Requirement: If essential, please describe for this job (ex. able to see and read computer screens, detect color coding, etc.).

This job description is not designed to cover or contain a comprehensive listing of essential functions and job requirements that are required of the employee for this job. The essential functions and job requirements may change at any time with or without notice. An employee's electronic approval constitutes an understanding of the essential functions and job requirements of the position.