Job Description for Development Officer

Position Summary: The Development Officer provides leadership and direct support for National University’s fundraising efforts in annual/planned giving, corporate partnerships, and foundation grant writing functions. Development Officer will lead fundraising projects and campaigns for a major non-profit university during an exciting time of growth. This position works with the Senior Director of Development in the creation and execution of annual fundraising plans, managing a portfolio of individual, foundation, and corporate prospects through all phases of the development process: research, initiate, design, and execute strategies for assigned prospects. The Development Officer works closely with potential prospects to cultivate relationships. Collaborates with leadership on the development of programs and strategies to create a growing and sustainable pipeline of philanthropic support for National University. Identifies and develops relationships with individual, foundation, and corporate prospects to secure fundraising opportunities. Provides leadership for annual giving, planned giving, and other key campaigns. Establishes new prospects to support philanthropic efforts in coordination with Office of the President, External Relations, Academics, Alumni Relations, and other key institutional areas. Steward relationships with current and future donors.

Essential Functions:

Duties/Responsibilities: Annual and Planned Giving Campaigns
- Provide leadership for annual giving, planned giving, and other key campaigns.
- Collaborate with prospect researcher to identify potential donors, including alumni, through analysis of donor records.
- Identify new prospects and where appropriate, acts on prospect research findings to qualify potential donors.
- Work closely with leadership to compose, edit, and/or coordinate written materials for two annual giving campaigns targeted to faculty, staff, students, and alumni.
- Execute planned giving strategies to increase future bequests.
- Develop appropriate stewardship matrix and materials to enhance giving and identify major donor prospects.
- Process charitable gifts into the CRM system/database and generate monthly reconciliation of gifts received for accounting.

Duties/Responsibilities: Corporation and Foundations
- Develop cultivation and solicitation strategies for new and previously identified corporate and foundation prospects, working in collaboration with staff in the development office and other externally focused departments to shape and implement strategies.
- Identify, cultivate, and maintain long-term relationships with local and national corporations and foundations to bring key, high-priority initiatives to the attention of appropriate leadership.
- Track partnership components and ensure timely fulfillment of all donor benefits and stewardship.
- Monitor and evaluate progress toward goals and provide statistical reports to expand development efforts with measurable outcomes.

Duties/Responsibilities: Grants
- Develop and submit grant proposals, ensuring appropriate stewardship including grant reports and renewal requests submitted by scheduled deadlines.
- Write, edit, and proofread proposals, reports, and all correspondences to foundation funders.
- Oversee cultivation, solicitation and stewardship of foundation donors and determines appropriate tools including personal solicitation, written solicitation, targeted mailings, and/or special events.
- Develop boilerplate proposals and letters of intent for university, adapting to unique funder specifications. Submit grant applications in accordance with deadlines.
- Coordinate briefings for site visits for appropriate university representatives, conduct debriefing sessions and follow up.
- Other duties as assigned.
Supervisory Responsibilities: N/A

Requirements:
Education & Experience:
- Bachelor's degree required.
- Proven success as a direct line fundraiser in a highly sophisticated donor-centered fundraising environment with three to five (3-5) or more year's development experience.
- Experience in non-profit setting, higher education preferred.

Competencies/Technical/Functional Skills:
- Strong interpersonal, oral, and written communication and presentation skills; demonstrated ability to communicate effectively, comfortably, and respectfully with donors, staff, and community members.
- Technology literacy in advanced MS Suite skills required (MS Word, Excel, PowerPoint) as well as use of Raiser's Edge and Donor databases.
- Exceptional social skills, knowledge of protocols, and etiquette in establishing and nurturing relationships with key constituents and potential donors in philanthropic settings.
- Possess high level of integrity and able to exercise confidentiality and discretion.

Salary Range: $56,890.00 - $76,800.00 USD Annual