DEVELOPMENT OFFICER

The Development Officer at the Dixon Gallery and Gardens, a full-time salaried position, has a passion for the arts and nature, cultivating relationships, and making a difference in the Memphis community. This energetic fundraiser is a confident facilitator and gifted communicator. This position requires an organized and detail-oriented individual to maintain accurate records and secure gifts that contribute to the success of the Dixon's mission and programs. They will build connections through excellent customer service and support the organization by activating creative campaigns. The Development Officer reports to the Director of Development and Communications.

A. Required Experience
   - Bachelor's degree
   - 3 or more years of previous fundraising or membership experience at a non-profit
   - Data entry and database management experience
   - Proficiency in Microsoft Office
   - Proficiency in computer functionality with database management
   - Willingness and availability to work off-hours events

B. Preferred Experience
   - Customer service or sales
   - Coordination of fundraising campaigns
   - Grant research and preparation
   - Drafting reports and presentations
   - Facilitating meetings
   - Coordination of database training for others
   - Sponsorship proposal preparation
   - Acknowledgement preparation and mailings
   - Coordination or assistance of special events

Salary range for this position is $55 - $65k.

We're looking to fill this position immediately. Qualified applicants should send an email to cdrake@dixon.org by **July 28th** with their resume and cover letter attached, and with subject line "Development Officer."