Development Officer

Position: Part Time (24 hours per week)
Location: Denver, Colorado / Remote
Compensation: $26,500 - $30,000
Sector: Youth Development
Organization Type: 501(c)3

“Changing kids’ lives through transformative summer camp experiences”

The John Austin Cheley Foundation (DBA: A Thousand Summers) seeks a skilled Development Officer to assist with the overall management of the organization’s fundraising and development operations to support an annual operating budget of approximately $1 million. Reporting to the Development Director and working closely with the Development Committee, the Development Officer will be responsible for activities associated with planning, identifying, securing, nurturing, and engaging existing and new individual and institutional donors.

The Development Officer will share responsibility with other members of the Development Team for fundraising from both private and corporate donors in amounts necessary to:

1.) Support our program requirements.
2.) Plan and implement key organizational initiatives in each of our active regions. The Development Officer will help identify strategies to maximize institutional and individual giving on an annual basis, as well as collaborate with the team in order to launch and execute campaigns to meet the organization’s needs.

This is an ideal opportunity for an individual who is: passionate about fundraising and youth development and possesses a drive to deliver results; who is energized by the opportunity; is an effective communicator and who thrives at building and sustaining meaningful relationships.

POSITION RESPONSIBILITIES

The position requires a high-energy, smart, detail-oriented, hard-working fundraising professional to help meet our strategic goals and build deep and lasting relationships with both donors and team members. Responsibilities may include, but are not limited to:

Annual Fund Portfolio Management: Setting up a strategy to manage and cultivate an assigned portfolio of donors in order to move them up the donor pipeline and raise additional funds as part of our annual fund to meet our strategic objectives. Working with the Development Director, the Development Officer will create a weekly plan to manage the donors and provide updates as needed.

Donor Identification and Recruitment: Researching new and existing donor prospects on an ongoing basis and work to attract, retain and develop their support. Ensuring appropriate confidentiality and prompt and accurate communications with all constituents.

Donor Communications: Assisting the Development Director in the creation of donor communications such as the monthly electronic newsletter, printed publications, and social media efforts. Collaborating with the development team in the execution of an annual development and communications plan to drive awareness of, and engagement in A Thousand Summers campaigns/events.
**Relationship Building:** Working closely with the Development Director, Executive Director and Development Committee of the Board of Trustees. Developing strong support networks within the market area communities. Identifying target audiences and build appropriate strategies to successfully develop a pipeline of new revenue streams through the recruitment, acknowledgement, and retention and upgrading of individual donors, sponsors, and participants.

**Donation Administration:** Utilizing Razor’s Edge to enter in all donations, create letters, and assist with any additional administration needs of the Development Team.

**Revenue Generation:** Achieving revenue from lower-level donations through planned and defined fundraising initiatives, which includes utilizing organizational best practices, achieving specific revenue and expense budget, managing the timeline and logistics, leading volunteer recruitment activities and efforts, marketing, and sponsorship solicitation. Partnering with the Development Director to identify, prioritize and raise funds for key special projects and campaigns that will drive growth and innovation across the organization.

**Assessment and Planning:** Monitoring and evaluating the effectiveness of the on-going fundraising initiatives, including efficiency, community engagement, campaign potential, and overall success of the initiatives/campaigns. Developing and implementing strategies to enhance growth potential. Collaborating with the Development Director to create campaign budgets and revenue plans to achieve goals.

**Organizational Effectiveness:** Managing the continued use of Blackbaud Raiser’s Edge NXT, and other internal systems of A Thousand Summers, that will be used to drive reporting and decision making for new and expected gifts/donors. Preparing and maintaining accurate records/data to evaluate the effectiveness of campaigns and the overarching development plan.

**Mission Collaboration:** Maintaining a thorough knowledge of A Thousand Summers’ fundraising and mission-based initiatives. Collaborating with staff on key activities to ensure mission delivery through all campaigns/events.

**Other Duties:** Other duties as assigned by the Development Director.
QUALIFICATIONS

Minimum Required Qualifications:

• BA or BS degree or equivalent.
• 3+ years of substantive work experience in non-profit development; experience in development, fundraising, and donor management (including data entry).
• Very strong organizational skills; attention to detail and follow-through.
• Adaptable, organized and demonstrated ability to successfully manage multiple projects and tasks— in the following areas: fundraising, marketing/communications, community engagement and administrative duties.
• Excellent communications skills, both verbal and written.
• Proficiency (certification preferred) with Blackbaud Raiser’s Edge and Raiser’s Edge NXT.
• Professional fundraising experience including proven revenue growth through individual giving, and knowledge of best practices and current trends.

Value Added Qualifications:

• Embrace change and possess the ability to thrive in a culture that is adaptable.
• Knowledge of marketing, communications and sales.
• Persuasive and compassionate communicator.
• Self-motivated team player, able to take direction and engage in independent thinking.
• Ability to thrive in an entrepreneurial environment; flexible; able to work autonomously as well as part of a small team.
• Confidence and presence in both group and one-on-one settings.
• Knowledge in the areas of youth development.

POSITION SPECIFICATIONS

• Salary range: $26,500 - $30,000.
• Part Time – 24 hours per week (flexible).
• Telecommuting / work from home.
• Collaborative team environment with an ongoing focus on professional development.

TO APPLY

Only applications submitted via email can be accepted:

• Please fill out the subject line with: ‘Development Officer’ followed by your name.
• Include a cover letter (including salary history and requirements) and resume.
• Submit to hr@athousandsummers.org

All applications must be received by August 10, 2022.

The John Austin Cheley Foundation (DBA: A Thousand Summers) is an equal opportunity employer.