



Position Description

POSITION TITLE: Development Officer

CLASSIFICATION: Assistant Manager

FLSA Status: Exempt (Administrative)

POSITION SUMMARY: The Development team serves to advance the mission of the agency using a myriad of strategies and activities. The Development Officer works closely with the Director of Development to plan and implement annual fundraising events and appeals, design and implement a comprehensive communications and marketing plan and manage a small portfolio of grant applications. The Development Officer will cultivate and engage assigned donors and provide back-up support in the absence of the Director of Development.

POSITION QUALIFICATIONS –

- Bachelor's degree required. Experience in the nonprofit sector, including grant writing experience required.
- Possess strong people skills, be able to work independently with minimal supervision, exercise sound judgment in completing tasks of the position and enjoy a varied work schedule and job tasks.
- Demonstrated ability to express and transmit ideas in a clear and organized manner, both orally and in writing.
- Ability to analyze grant proposal requirements to cull critical components and effectively and comprehensively address those critical components in completing the grant.
- Ability to establish and maintain working relationships within and outside the agency in a professional manner.
- Excellent computer skills in Microsoft Office, WordPress and donor software packages.
- Current and valid driver's license and automobile insurance.

TECHNICAL COMPETENCIES –

The Development Officer will...

Service Provision /Assessment/Case Planning

- **Annual Campaign**
 - In coordination with the Director of Development, design and implement annual appeals including creation of and/or overseeing creation of mail lists, letters and distribution.
 - In coordination with the Director of Development, design, plan, and implement 3-4 donor events per year including but not limited to the ReadyKids Community Breakfast, Spring NextGen Party and Be A Kid Again Fall Fundraiser.

- Write and submit public and private grants according to grant guidelines; maintain relationships with funding sources.
- Work closely with Director of Development to ensure consistent agency messaging.

• **Fundraising**

- Actively cultivate and engage assigned donors.
- Support the design and implementation of a Monthly Giving Program and Planned Giving Program.
- Create opportunities for social interaction among smaller groups of key donors, including planning and successfully implementing these events.
- Participate in public speaking and fundraising outreach events to introduce new donors to ReadyKids and raise awareness of agency services.
- Keep thorough and timely records of information about contacts with donors in the agency donor management system.
- Assist the Director of Development in all areas of fund and friend-raising as needed and requested.

• **Communications**

- In collaboration with the Development Director to develop and implement comprehensive communications plan.
- Work closely with the Director of Development and leadership team to ensure consistent agency messaging. Develop collateral materials to roll out messaging to key stakeholders including staff and board.
- Create communication materials including but not limited to the ReadyKids Impact Report, the All Agency Brochure and the Annual Report.
- Develop new external website for ReadyKids and manage website content and social media.
- Manage communications and media for special projects as needed.

Supervision

- Meet regularly with supervisor to coordinate efforts and keep supervisor informed about progress on initiatives to most effectively meet advancement program needs.
- Be prepared for and provide input at team and other agency meetings.

Administrative

- Work with and report to Executive Director, Director of Development, and Board as appropriate to develop and maintain agency advancement strategy, analyze results, work plan, and calendar, including setting fundraising goals.
- Provide back up support for all functions of advancement department in the absence of the Director of Development.

CORE COMPETENCIES -

All ReadyKids Employees will...

Strive for High Quality:

- Maintain the highest integrity in all aspects of agency and program operations and duties.
- Maintain flexibility when performing duties and interacting with others.
- Set appropriate priorities and plan work systematically.

- Maintain appropriate professional boundaries with clients, colleagues and donors.
- Protect privacy and confidentiality of clients, colleagues and donors.
- Participate in professional development and supervision to seek guidance, expand knowledge and use of best practices.

Embrace a Performance-Based Culture:

- Set and make progress toward performance-based goals established for self, program, and the agency.
- Seek and utilize data on an ongoing basis to inform decision-making in completion of all job duties.
- Reflect on individual, program and agency results for continuous learning and quality improvement.
- Be accountable for individual and program results and give and receive feedback to improve individual, program, and agency performance.

Participate as an Effective Team Member:

- Treat people in a caring and respectful fashion, mindful of individual, cultural and ethnic differences.
- Be respectful in verbal and written communication to and about clients and colleagues.
- Actively communicate pertinent information to others in the agency who need to know.
- Resolve issues with the person(s) most directly involved and encourage others to do the same.
- Develop and maintain positive working relationships with co-workers and other community agencies in related fields.
- Participate in scheduled agency and other team meetings.

Share Investment and Responsibility:

- Know, understand and communicate the agency's philosophy and mission.
- Maintain passion and commitment to the agency's work and the clients it serves.
- Be proactive; give and receive input and seek solutions that balance the needs of the individual, program, agency, and community.
- Provide clear and accurate information to potential clients, the community, other agencies and funders regarding the agency's function and all current programs.
- Respect and protect agency-owned property and assets and use agency resources for business-appropriate purposes.
- Perform other duties, not listed here, deemed necessary for the well being of the agency.

I have received and have had the opportunity to discuss the job description (above), copies of the performance evaluation form and an organizational chart for ReadyKids.

Printed Name

Signature

Date