

PARENTING PLACE
1235 Pine Street, Boulder, CO 80302

JOB DESCRIPTION

Position Title: **Development Officer – Individual and Corporate Donor Programs**

Reports To: Executive Director

Approval: Board of Trustees Date:

SUMMARY OF POSITION:

Reporting to the Executive Director, the Development Director plans, directs, and coordinates special projects and ongoing major funding programs, such as corporate and individual.

The position requires a commitment to unusual delivery hours. This is a part-time, non-exempt position. Bonuses will be considered based on performance against set benchmarks.

A bachelor's degree or non-profit fundraising experience required. Proven outreach experience required. Certified Fund Raising Executive (CFRE) preferred. Spanish language proficiency preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- A. Establishes short- and long-range goals for funding sources and enlists support of staff and volunteers. Goals will be in line with organizational strategic plan and development plan.
- B. Researches corporate agencies and foundations to identify potential sources of funding, community service, or other projects.
- C. Writes grant applications for corporate funding and sponsorship.
- D. Works with program staff to develop projects.
- E. Directs grant program for corporate funding and sponsorship of events.
- F. Directs major gifts program for funding from individuals.
- G. Writes, edits, and proofreads proposals and reports to funders.
- H. Staffs and organizes activities of governing body and volunteers relating to fund raising activities, like cottage parties.
- I. Organizes direct mail campaign to reach potential contributors.
- J. Organizes and maintains online campaign to reach potential contributors.
- K. Organizes solicitation drives for pledges of ongoing support from individuals, corporations, and foundations.
- L. Informs potential contributors of special needs of institution, and encourages individuals, corporate foundations to establish or contribute to special funds through endowments, trusts, donations of gifts-in-kind, or bequests.

- M. Confers with attorneys to establish methods of transferring funds to benefit both donors and institution.
- N. Maintains records of contributors and grants and prepares letters of acknowledgment to send to contributors.
- O. Purchases mailing lists of potential donors.
- P. Negotiates agreements with representatives of other organizations for exchange of mailing lists, information, and cooperative programs.

DIMENSIONS:

The Development Director works in the Parenting Place offices and partner organizations in Boulder and Broomfield Counties. Trainings for the Development Director may occur anywhere within the State of Colorado. This is a part-time, non-exempt position with a commitment to unusual hours due mainly to fundraising events.

COMPETENCY:

To perform the job successfully, an individual should demonstrate the following competencies:

- A. Analytical - Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- B. Design - Generates creative solutions; Uses feedback to modify designs; Demonstrates attention to detail.
- C. Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- D. Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget.
- E. Technical Skills - Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- F. Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service ; Responds to requests for service and assistance; Meets commitments.
- G. Interpersonal - Maintains confidentiality.
- H. Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- I. Team Work - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit. Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- J. Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance.
- K. Business Acumen - Understands business implications of decisions; Demonstrates knowledge of market and competition; Aligns work with strategic goals.

- L. Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Conserves organizational resources.
- M. Diversity - Shows respect and sensitivity for cultural differences; Promotes a harassment-free environment. Ethics - Keeps commitments; Inspires the trust of others; Upholds organizational values.
- N. Organizational Support - Follows policies and procedures; Supports organization's goals and values.
- O. Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Adapts strategy to changing conditions.
- P. Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Q. Attendance/Punctuality - Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- R. Dependability - Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- S. Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.
- T. Professionalism - Reacts well under pressure; Accepts responsibility for own actions; Follows through on commitments.

ORGANIZATIONAL RELATIONSHIPS:

The Development Director reports to the Executive Director. The Development Director will work with other staff, and volunteers. This is not a supervisory position.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. Education/Experience: Bachelor's degree required. Fundraising experience required. Fifth year college or university program certificate; or two to four years related experience and/or training; or equivalent combination of education and experience, preferred.
- B. Language Ability: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Spanish language fluency preferred.
- C. Math Ability: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- D. Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- E. Computer Skills: To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software; GiftWorks development software; Database software and Contact Management systems.
- F. Certificates and Licenses: Certified Fund Raising Executive (CFRE) preferred.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A. While performing the duties of this job, the employee is frequently required to sit, stand, and walk.
- B. The employee is frequently required to talk or listen.
- D. The employee is occasionally required to use hands to handle or feel, and to reach with hands and arms.
- E. The employee must occasionally lift and/or move up to 25 pounds.
- F. The position requires meeting deadlines with severe time constraints, interacting with public and staff, and irregular or extended work hours.
- G. The position demands travel to various regional locations.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent will be mindful of the requirement for confidentiality.
The noise level in the work environment is usually quiet to moderate.

The information in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). It is not intended to be an exhaustive list of duties, responsibilities and qualifications for the position. The incumbent may perform or be assigned other duties.