

POSITION DESCRIPTION

Classification

Exempt

Reports to

Vice President of Development

Summary/Objective

The Development Officer is responsible for a portfolio of individual and corporate donors. The Development Officer's main role is to involve our investors in our mission as it is meaningful to them while securing the funding to meet the organizations fiscal goals. These responsibilities include developing a donor stewardship plan and assisting the department with the implementation of that plan.

Essential Functions

1. Manage a portfolio of 150+ individual and corporate donors and prospects
2. Identify and qualify prospective donors
3. Have a clear understanding of the organizational financial goals annually and monthly
4. Solicit gifts on behalf of the organization using the various giving methods we offer (event sponsorship, planned giving, tax credit programs, philanthropic giving, etc.)
5. Execute a plan to engage individual donors and diversify our donor base, as well as corporate and organizational sponsors and donors with clear weekly and monthly goals
6. Have a clear understanding of Salesforce database and data entry standards
7. Create and execute personalized stewardship plans
8. Engage in networking opportunities with the goal of increasing the prospective donor base
9. Effectively and passionately communicate our mission and outcomes to donors
10. Represent the organization positively in public at all times
11. Provide weekly and monthly report to the Vice President of Development regarding appointments, meetings and pipeline of donors and prospects
12. Have a clear understanding of philanthropic solicitation and cultivation of both corporate and individual donors and prospective donors.

Competencies

1. Passionate about the Habitat for Humanity mission and purpose
2. Proficient in Microsoft Office Suite
3. Knowledge of the MOVES management system
4. Ability to work independently as well as in a team
5. Have a strong knowledge of fundraising best practices
6. Knowledge of Customer Relations Management system, Salesforce is preferred
7. Outstanding presentation skills
8. Outstanding written and verbal communication skills
9. Must adhere to the highest ethical standards and convey sensitivity to the needs of donors
10. High energy and the ability to function effectively with a minimum of daily direction and support. Can solve problems and make decisions independently in a creative and effective manner

POSITION DESCRIPTION

Supervisory Responsibility

This position has no supervisory responsibility

Work Environment

This job operates in a professional office environment or at various event sites. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This position may require working in various weather conditions.

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. This position requires extended periods of sitting and standing. The employee must also occasionally lift and move up to 25 pounds.

Position Type/Expected Hours of Work

This is a full-time position, and hours of work and days are Monday through Friday, 9 a.m. to 5 p.m.

Travel

Travel is primarily local during the business hours and mileage is reimbursed.

Required Education and Experience

A Bachelor's degree and three years of experience in fundraising with a non-profit organization

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Office Location:

4116 Silver Star Rd. Orlando, FL 32808

To Apply:

Please send resumes and cover letters to employment@habitorlandoosceola.org

All resumes will be reviewed upon receipt.

HGO is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

2/4/2019