

**I. Job Title**

Development Officer – “Annual Giving”

**II. FLSA Status**

Exempt

**III. Reports to:**

Director of Individual and Planned Giving.

**IV. General Summary**

As a key member of the SAFE Development team, the Development Officer for Annual Fund (DO) is responsible for planning and implementing a robust giving and engagement program targeting individuals through Direct Mail, Leadership Giving, and giving circles associated with these groups. While the primary goal is fundraising, SAFE recognizes that these individuals respond most generously when they are engaged with our mission through volunteer opportunities, giving and engagement circles, and attending events. The DO will be responsible for community networking, prospecting, cultivating, public presentations, tours solicitation and stewardship for a large portfolio of donors and prospects.

**V. Essential Functions**

- With the Director of Development, **sets and meets Annual Fund activity and financial revenue goals** by *driving our mission and purpose*, and identifying, cultivating, soliciting and stewarding current individual and organizational donors.
- **Develops and Executes an Annual Appeal/ “Direct Mail” plan** for individual and organizational donors that includes all channels of giving and support including, but not limited to: direct mail, phone, face-to-face solicitation, digital and on-line giving, event sponsorships, and peer-to-peer and 3<sup>rd</sup> party fundraising initiatives.
- **Manages a portfolio of current individual donors**, primarily annual donors up to \$5000, including cultivation, solicitation and stewardship of current and lapsed donors, and effectively networks in the community and actively prospects to cultivate new donors.
- **Manages Social Impact Circles**, including but not limited to Women of Hope, Everyday Heroes, Team FX and SAFE Young Professionals. Develops engagement and growth strategies for the various circles.
- **Develops and implements an “off the charts” stewardship program** that lets our donors know what their gifts support, keeps them informed of new programs and success stories, and ensures they feel valued and genuinely appreciated for choosing to support SAFE.
- **Creates and develops fundraising and stewardship content** for campaign materials, newsletters and digital/social media posts.

- **Works and supports SAFE events** as needed including but not limited to donor cultivation, securing sponsors, event logistics and planning, and day of support.
- Plans carefully and works closely with marketing and communications staff on all communications needs.
- Works closely with agency program staff to understand and communicate the significance of our work and the most pressing needs associated with it.
- Participates as a full member of the Development Team including attending all required events and assists with other duties as assigned by the Chief Development Officer.

## **VI. General Requirements**

- Adheres to SAFE's Confidentiality Policies and works with the Mission and Statement of Values of the SAFE Alliance and its partner agencies.
- Complies with Standards of Conduct of the SAFE Alliance and its partner agencies.
- Communicates effectively.
- Handles confidential information and has the ability to interact professionally and tactfully with employees at all levels concerning sensitive issues.
- *Values differences* and responds appropriately to the cultural differences present among the organization's service populations and staff. Sensitive to various ethnic and social backgrounds, beliefs and values.
- Attends all required meetings.
- Completes all requisite paperwork, for program and administration.
- Works as a team member, providing support as well as constructive feedback in interpersonal interactions.
- Completes other duties as assigned.
- Fulfills the essential functions of the position.

## **VII. Knowledge, Skills and Abilities**

- Experience in non-profit development, for-profit sales, customer service, or marketing preferred.
- Above average listening skills necessary for recognizing opportunities, making connections and to assist matching donors' philanthropic interests with SAFE priorities.
- Ability to manage multiple projects and tasks at once with obsessive attention to detail and deadlines.
- Must be comfortable speaking to large groups and making gift presentations to decision-makers. Additionally, must be comfortable engaging and building relationships with community members from all walks of life.
- Maintains *a donor-focused attitude* and easily builds solid, long-lasting relationships.
- High level of comfort with multiple and competing priorities, ever-changing environment, and ability to *manage ambiguity*.
- Is *resilient* and maintains flexibility; working with frequent interruptions and multiple and changing priorities.
- Demonstrates appropriate skill level and capability in the operation of computers and general office software programs, including word processing, spreadsheet, and database software, as required in your department.

- Works cooperatively with external partners and constituencies.

**VIII. Qualifications**

- A Bachelor's Degree
- At least two years' experience in fundraising or sales preferred.
- *Excellent interpersonal skills* and ability to work with diverse internal and external constituencies.
- Organized, multi-tasker. Unflappable.
- Strong computer, donor database, and internet skills and competency required.

**IX. Organizational Relationships:**

- Reports to: Director of Individual & Planned Giving
- Collaborates/coordinates with: Co-CEO's, Chief Development Officer, Development staff, Marketing and Communications staff, Program staff, development team, volunteers and donors.

**Salary:**

\$55,000 - \$58,000