Children’s Hope Alliance (CHA) is looking for a great mission minded team member to work as a Development Officer who helps provide a hope, health and healing for generations. If you want more meaning in your career; this is an incredible opportunity to make a difference in the lives of children.

This position is responsible for serving as full time development officer for Iredell and Mecklenburg County area. Duties include promoting the mission of Foundation for Children through events, public speaking, fundraising, media relations, volunteer coordination and more.

Description

*Fundraising*

* Cultivate existing donor relationships in assigned area. Work to grow the identified giving program and annual fund donations.
* Identify and solicit donor prospects with the goal of increasing contributions.
* Responsible for sponsorship solicitation for fundraising events and securing support to offset event-related expenses.
* Follow all fundraising model, tour and cultivation processes.
* Record all donor contacts in donor database.

*Volunteer Coordination*

* Responsible for the intake process of all volunteers for Iredell/Mecklenburg area.
* Coordinate and supervise volunteer visits to Statesville campus.
* Responsible for proactively matching up Statesville campus needs/projects with the right volunteer group.
* Cultivate existing volunteer relationships on the Statesville campus. Work with volunteer prospects with the goal of increasing contributions and gift in kind needs or projects.
* Make sure every volunteer experience on site or off site is positive and that volunteers are fully connected to the mission.
* Manage the Christmas Angel Program for Statesville campus.
* Manage GIK (Hope Closet) Program.

*Other Development Support*

* Coordinate donor, volunteer and community relation events in assigned region-managing event costs vs budget.
* Contribute to department meetings; follow department procedures and practices on donor stewardship/follow-up/reporting.
* May be required to photograph miscellaneous donor/volunteer activities in assigned region.
* Assist communications staff in gathering client success stories in assigned region.
* Other tasks as requested by supervisor.

Qualifications

* Bachelor's degree (B. A.) from four-year college or university; 1-3 years' related experience in development or marketing including building relationships and "friend-raising." Non-profit experience preferred.
* Experience with Benevon fundraising model a plus.
* Must be customer service oriented and possess a willingness to represent the agency to the public
* Must be detail-oriented, have excellent interpersonal, verbal and written communication skills
* Frequent weekend and evening engagements
* Must be culturally sensitive to children and families and support cultural diversity throughout the program
* Must also be adept at Word, Excel, PowerPoint and Outlook
* Must possess a valid driver's license and be insurable by agency insurance carrier
* Must submit to and pass pre-employment checks, criminal records check and DMV/MVR check

Apply on company website www.childrenshopealliance.org/careers.