

**YWCA Lower Cape Fear
Job Description**

POSITION:	Development Officer
CLASSIFICATION:	Full-time, Exempt
Salary Range:	\$55,000 - \$65,000
Reports to:	President/Chief Executive Officer

Position Summary: The Development Officer is primarily focused on the campaign and fundraising. He or she will work with the President/CEO, and Board of Directors to plan, implement, and sustain all aspects of the YWCA Lower Cape Fear's capital campaign and fundraising efforts.

Essentials Duties:

- Work independently as needed to complete and manage campaign activities. Maintain regular communication on all activities with senior staff, board chair, and campaign volunteers;
- Responsible for developing goals, major gift fundraising strategies, and action plans within the assigned campaign portfolio, and discovering new campaign donor prospects through best practices of identification, strategic engagement, cultivation, and preparation of solicitation;
- Direct, support, and accompany leaders in the recruitment and orientation of new campaign volunteers;
- Meet regularly with campaign leaders to inform and involve them in campaign activities and accompany campaign volunteers on donor cultivation and solicitation visits;
- Implement a fund development plan that increases and diversifies revenues to support the agency's strategic direction and by ethical fundraising principles;
- Develop and manage timelines for various fundraising activities to ensure strategic plans and crucial fundraising processes are carried out in an effective and timely manner;
- Identify and develop corporate, community, and individual prospects for the organization's fundraising priorities;
- Cultivate current donors to increase their commitment to and investment in the organization.
- Oversee the administration of a donor mailing list and contact database that respects and protects the privacy and confidentiality of donor information; ensure proper database management, including donor coding and data reporting;
- Conduct grant-seeking efforts, including research, proposal writing, and organizing reporting requirements;
- Maintain gift recognition program;
- Oversee agency messaging and public relations strategies, including social media and other media relations; manage the creation of materials and publications in support of fundraising activities;
- Work closely with the CEO and counsel to ensure that campaign-related activities are completed on time, including logistics for campaign meetings, committees, cultivation events, and other activities related to the campaign. Together, also ensure that all necessary campaign materials are approved and available when needed: written proposal and supporting materials, naming opportunities, and follow-up requests;

- Develop and implement stewardship strategies, strengthen long-term relationships with major donors, and ensure that details of stewardship plans are compiled and communicated to all involved individuals and that the plan is documented and implemented. This means ensuring timely and excellent stewardship activities for all donors including high-touch acknowledgments and appropriate recognition of donors by senior staff and volunteer leadership;
- Other duties as assigned.

Secondary Duties:

- **Community Representation:** Represent the YWCA in the community and at assigned meetings when needed. Must have strong interpersonal skills;
- **Professionalism:** Provide excellent customer service to YWCA Members and potential members. Project a professional image with the YWCA and community;
- **Confidentiality:** Must be able to maintain discretion in all relationships with employees, board members, and members;
- **Team Work:** Actively participate in YWCA meetings, programs, and activities when appropriate. Share the workload by helping others as needed;
- **Safety:** Be aware of, adhere to, and implement all safety standards. Serve as a role model for safe behaviors, and;
- **Community Service and Involvement:** Fulfill the mission and values of the YWCA through program implementation and model behaviors of community service and advocacy for the YWCA and women's, youth, and community issues. Take an active role in activities and events within the YWCA including but not limited to Conversations for Peace, Until Justice Just Is, and MLK Parade.

Qualifications:

- Deep appreciation and understanding of the YWCA's mission and the ability to articulate its values and vision internally and externally;
- Successful work or community experience in gift cultivation and solicitation, volunteer coordination, and project management;
- Extreme tact and discretion, attention to detail, and a commitment to excellence.
- Strong communication and interpersonal skills, both written and verbal are essential; comfort with external representation of agency. The position requires a self-starter who is adept at relationship-building;
- Computer skills are mandatory, including familiarity with work, Excel, PowerPoint, and CRM software;
- Successful experience in customer relations management; Demonstrate knowledge of current trends in charitable giving, particularly in the areas of capital campaigns, major gifts, grants, special events, and planned giving;
- Minimum of a Bachelor's degree in a relevant field;
- Excellent managerial skills including at least 3+ years of previous experience successfully managing development/communications staff;
- Five years of proven success in Fundraising or development work preferred;
- CRFE certification a plus.