

Development Officer, Goodale School and Recovery Community

Job Requisition	R3812 Development Officer, Goodale School and Recovery Community (Open)
Job Family	Marketing
Start Date	07/08/2021
End Date	
Primary Posting	No
External Posting URL	https://monarch.wd5.myworkdayjobs.com/Monarch/job/Home-Based-Remote/Development-Officer--Goodale-School-and-Recovery-Community_R3812
Description	It's fun to work in a company where people truly BELIEVE in what they're doing!

We're committed to bringing passion and customer focus to the business. See below job description:

Job Specific Information:

Scheduled Weekly Hours:

40

The Time-Type:

Full time

Job Description:

1. Create and implement annual fundraising plan for The Goodale School and Recovery Community to support general programming, special objectives and student scholarships/financial aid under the direction of Monarch's Vice President for Marketing and Philanthropy and in partnership with the Executive Director of The Goodale School.
2. Identify, cultivate and solicit individuals with a primary focus on major gifts of \$5K or more.
3. Manage a prospect portfolio of former donors, current student families, family foundations, and other with interests in youth, substance use disorders and recovery programs. Development officer will have manageable portfolio that will allow for significant time and focus on donor relationship development and re-engagement.
4. Coordinate the development of any collateral material (appeal letters, acknowledgment letters, cases for support, digital presentations, etc.) to support fundraising efforts.
5. Work directly with Monarch's Grants and Foundation Relations Manager on the identification of application grant opportunities and the development of grant applications, proposals and post-award acknowledgement and stewardship.
5. Manage fundraising activities and coordinate engagement of The Goodale School staff leadership, advisory board and others as necessary to support those activities.
6. Support parent programming and relationships with the goal of developing a grateful patient/family program.
7. Maintain trainings as required and requested
8. Demonstrate knowledge of emergency procedures and assist in crisis situations
9. Demonstrate knowledge of and comply with all agency policies and procedures
10. Complete all other relevant responsibilities assigned by the supervisor
11. Driving and travel may be required

Education:

Bachelors (Required)

Certifications:

Experience:

Fundraising Experience, Gift Fundraising Experience, Private School, Boarding School or Higher Education Fundraising Experience, Recovery Programs and/or Health Care Services Fundraising Experience

Qualifications:

Bachelors, Fundrasing Experience, Gift Fundraising Experience, Private School, Boarding School or Higher Education Fundraising Experience, Recovery Programs and/or Health Care Services Fundraising Experience

Skills:

Ability to effectively manage multiple priorities, Able to maintain good work attendance, Knowledge of Raiser's Edge, Maintain positive relationships with public partnerships, Maintain safe work environment, Motivate change in a positive manner, Must have proficient interpersonal skills, Must participate in decision-making, Work independently, making sound judgements

Worker Sub-Type Regular
Location Home Based/ Remote
Time Type Full time
Locations

Supervisory Organization 200525-Administrative Marketing-Vice President of Marketing and Philanthropy (Laurie Weaver)