

POSITION: Development Officer

DEPARTMENT: Philanthropic Engagement

REPORTS TO: Director of Development

Overview

The Development Officer identifies, qualifies, cultivates, and solicits prospects for new funds of all types as well as for unrestricted support, planned gifts and impact investments partnering with prospects to achieve their philanthropic goals. This position works closely with the Director of Development to proactively plan and implement development initiatives. As a member of the Philanthropic Engagement team, the Development Officer collaborates across the team as well as across the Foundation to cultivate and maintain relationships with Foundation donors.

RESPONSIBILITIES

Development

- Identifies, qualifies, cultivates, and solicits individuals, corporations, nonprofits and community groups to partner with the Foundation through giving and funds of all types including but not limited to current fund offerings of Donor-Advised funds, Designated funds, Field-of-Interest funds, Agency funds, and Impact funds.
- Identifies, qualifies, cultivates, and solicits individuals for planned gifts to the Foundation; responds to inquiries about planned gifts, and supports Foundation planned giving strategy including outreach activities to professional advisors to raise awareness of planned giving to the Foundation
- Aligns work with development strategy to grow relationships and encourage giving to the Foundation.
- Maintains database profiles ensuring accuracy and completeness.
- Utilizes moves management strategies for consistent and documented engagement for new gifts and funds.
- Prepares, reviews, finalizes and issues fund documentation for donor gifts creating new funds and planned gifts.
- Executes and tracks onboarding of new donors through delivery of gift and fund agreements, welcome letters, and introductions to Donor Engagement colleagues.
- Integrate new donors, gifts, and funds in database and all systems to optimize donor connectivity with the Foundation and accurate reporting on development activity.
- Responds to prospect inquiries.
- Creates and delivers cultivation programming, including donor cultivation events, in concert with colleagues and aligned with Development team strategy.
- Partners with Director of Development to design and execute fundraising and outreach strategies as well as marketing and communications strategy.

- Support planned giving, professional advisor, and prospect engagement initiatives including event strategy and planning through a variety of tasks and assignments.

Philanthropic Engagement

- Collaborates with the Philanthropic Engagement team and other colleagues to achieve Foundation and Team goals for new assets, planned gifts and grants to nonprofits.
- Adheres to fundraising and philanthropic best practices including innovative projects, expansion of presence in Triangle, and leading in the North Carolina philanthropic space.
- Understands and communicates grantmaking policies and practices in support of donors and in line with the current policies and procedures of the organization.
- Remains informed on legal and technical issues related to community foundations and the philanthropic field as it relates to current and prospective donors and gifts.
- Collaborates across Foundation team to create and implement initiatives to connect donors with the Foundation's priorities and increase their investment in the community to ensure maximum impact.
- Contributes to Philanthropic Engagement team special projects and initiatives, leading projects as assigned.

Other Duties as Assigned

QUALIFICATIONS & ATTRIBUTES

- Commitment to the Foundation's goals, values, and mission to inspire and mobilize giving, leadership, and action.
- Minimum of four years of experience working with nonprofit organizations and a minimum of three years as a frontline, relationship-based giving officer.
- Direct experience closing gifts of \$50,000 and more.
- Excellent judgment and ability to think independently.
- Strong organizational skills with ability to balance multiple projects and deadlines, including the flexibility to adjust activities and priorities and take on new responsibilities.
- Willingness to work a hybrid schedule. In-office collaboration occurs in an open work environment comprised of workstations and huddle rooms.
- Direct experience and comfort in working with a wide range of individuals.
- Ability to travel independently and to attend off-site meetings with external stakeholders.
- Strong interpersonal and facilitation skills, exercising professionalism and service mentality.

- Ability and willingness to work closely with other colleagues as a team in a highly collaborative environment.
- Excellent writing and oral presentation skills; experience in writing in a variety of styles and for a variety of audiences.
- Data orientation with strong data management skills including experience with CRM databases, Microsoft Office Suite and spreadsheet proficiency.
- Four-year college degree required.