

Job Description:

The **Development Officer -- Fundraising** is responsible for the leadership, management, and execution of Renaissance West Community Initiative's annual giving program and special events. Reporting to and working directly with the Chief Development Officer (CDO), the DO-Fundraising will be responsible for meeting or exceeding the annual fund and events-related fundraising goals; acknowledging, stewarding and growing annual fund contributions; developing and successfully implementing all organization special events; representing the organization to donors, vendors, and the public; producing various fundraising-related collateral; and maintaining the donor database. The successful candidate will be self-motivated, entrepreneurial, and willing to take complete ownership of critical duties.

S/he will maintain an in-depth knowledge of RenWest's strategic funding priorities to establish long-term partnerships and strengthen existing relationships with funders while building new ones. S/he will also manage an identified portfolio of donors.

Responsibilities:

Annual Giving Duties:

- Responsible for the management and implementation of RenWest's Annual Giving program (direct mail, in-kind donations, workplace giving, social media, and online giving); and the development and execution of Cause Marketing programs that will direct unrestricted funds to the organization.
- Works with CDO to establish long term goals and objectives, to strategize annual campaign, and all other fundraising efforts.
- Cultivate and steward gifts from individuals by maintaining frequent contact with current donors and developing new relationships with prospects.
- In conjunction with the CDO, coordinate cultivation and stewardship meetings with major donors for CDO, CEO, team members, and Board leadership.
- Ensure proper donor acknowledgement, recognition and stewardship through successful implementation of plans and processes. Oversee special stewardship projects including: follow up letters after VIP events, holiday card mailings, invitations to special events, personal calls, etc.
- Help develop strategies for new donor acquisition and growth, including new donor onboarding.
- Oversee research of individual donor and capturing of prospect information.
- Collect and input donor and prospect information into donor database. Ensure accuracy of gift entry and reporting.
- In partnership with Marketing, assist in the creation of external content and collateral for the Development department, including but not limited to appeals, newsletters, social media, website, and invitations.
- Act as a spokesperson for the organization as needed to bring in funding, volunteers, etc.
- Prepare department reports.
- Work with Operations & Finance to ensure adherence to gift acceptance, counting, and gift processing policies and procedures, and to fulfill information requests and maintain reporting accuracy.
- Manage a portfolio of donors and prospects.
- Create & utilize analytics and reports to inform decisions around donor engagement and giving.
- Ensure accuracy and proper management of donor database.
- Collaborate in proposal writing and presentation preparation as needed.
- Manage call sheet preparation and delivery for donor prospect meetings.

Event(s) Duties:

- Coordinate and manage the RenWest annual special event, including acting as the staff liaison to the Special Events Committee(s).
- In partnership with the Development team colleagues, submit and secure corporate sponsorships as related to special events; work with the Development team to update corporate sponsorship materials for the Annual Mentors Event, including in-kind (auction), sponsorship benefit levels and solicitation letters, track sponsor contracts, and ensure donor(s) receives all benefits.
- Collaborate with Board member volunteers to plan events and solicit auction items and experiences.
- Research and investigate all venues for events; prepare event collateral material, plan event details, generate guest lists, coordinate leadership and staff, and follow through on event logistics and execution.
- Develop and meet event revenue goals for existing and new events; manage event expense budgets utilizing metrics and data.
- Manage and recruit Interns and Volunteers.

Education and Experience:

- Bachelor's degree required, preferably in business, communications, marketing or related field.
- Minimum 3-5 years of Development experience in overseeing fundraising programs, including demonstrated success in individual giving, and special events fundraising and management.
- Demonstrated experience in utilizing fundraising and data management systems and technology, including CRMs – NXT preferred, auction software, wealth screening, email distribution, and payment processing technologies.
- Experience with prospect identification, cultivation, solicitation and stewardship.

Skills and Abilities:

- Proven success in identifying and soliciting funds from individuals from a variety of sources, and in developing relationships with donors.
- A record of measurable results in organizing and implementing such activities as annual gifts, special events, and P2P, text-to-give, and direct mail fundraising.
- Exceptional written and verbal communication skills required. Demonstrated ability to write clear and persuasive letters, copy and proposals.
- Excellent time management skills and a high degree of organization, careful attention to detail, ability to multitask, and to prioritize and manage multiple projects and deadlines.
- Well-disciplined, self-motivated and goal-driven; able to work with a high degree of independence as well as part of a team.
- Proficiency in the use of Microsoft Office software: Word, Excel, PowerPoint; and database, auction, and project management technologies.
- Ability to participate in cross-departmental projects, using tact and diplomacy.
- Ability to effectively identify, analyze and solve problems.
- Professional maturity and a sense of humor.
- Self-starter, creative and passionate about this role and its impact on mission success.
- Ability to thrive in a complex and dynamic work environment.
- Driver's license and ready access to car and transportation flexibility for off-site travel as needed.

TO APPLY; please click on the link below and it will take you directly to the posting;

<https://cfscsharedservices.isolvedhire.com/jobs/784633.html>

