



Job Description

Job title	<i>Development Officer - Veteran Services Part Time, Non-Exempt (Hourly) Up to 16 hours per week, night and weekend availability required at times</i>
Reports to	<i>Emily Johnson, Chief Advancement Officer</i>

Job Summary

The Development Officer for the Veterans Program manages the day-to-day fundraising activity related to HopeWay's Veterans Program and an annual fundraising goal. Position available April 2021.

Duties and responsibilities

- Executes annual giving program for the Veterans Program including cultivation and solicitation of individual, corporate, and foundation donors
- With Events Coordinator, manages volunteers as relates to fundraising events and activity, specifically Corporate Sponsorship
- Researches and identifies individual, foundation and corporate prospects
- Manages the planning for any donor recognition events related to the Veterans Program
- Writes and submits grant requests and reports related to the Veterans Program
- Works with Development & Marketing Manager to ensure continuity and consistency of brand and messaging
- Collaborates on content for regular communication with constituencies through emails and monthly e-newsletter

Qualifications and Experience

- Bachelor's Degree or equivalent
- 1-2 years experience in non-profit fundraising sector, preferred
- Veteran or Veteran spouse/family member, preferred
- Mental Health experience a plus
- Preferred experience in a human services field/customer service
- Self-motivated individual with the ability to work with minimal supervision in a team oriented setting

General Competencies

- Works with the highest degree of integrity
- Displays a strong work ethic
- Highly organized
- Demonstrates a high degree of flexibility
- Deals well with ambiguity

- Is a strong collaborator
- Can operate telephones, computers, and general office equipment

Core Competencies

- Works with professionalism and respect with all clients, families, colleagues, supervisors, and visitors of HopeWay
- Strong attention to detail
- Strong written and verbal communication abilities
- Can build and maintain relationships with multiple stakeholders
- Financial acumen
- Familiarity with Microsoft Windows platform
- Caring and compassionate
- Strong verbal and written communication skills
- Will limit access to protected health information (PHI) to the information reasonably necessary to do the job
- Will share information only on a need to know basis for work purposes

Special Competencies

- Demonstrates the skills and competency appropriate to the ages, culture, developmental stages, and special needs of the patient population served
- Works well with individuals who experience significant, and at times, prolonged serious psychiatric illness
- Capable of fostering new and existing donor relationships

Physical Requirements

- Works in an office setting with prolonged periods of sitting
- Occasional lifting of 10 – 20 lbs.

The above statements are intended to describe the general nature and level of work being performed by people assigned this job classification. They are not to be construed as an all-inclusive list of all duties, skills and responsibilities of people so assigned.

Printed Name: _____

Signature: _____

Date: _____

HopeWay is an Equal Opportunity Employer

Approved by:	
Date approved:	
Reviewed:	