**JAMIE KIMBLE**

FOUNDATION

FOR**COURAGE**

Position Description: **Development Officer**

Reports to: Chief Executive Officer

Funds the organizational needs

FSLA Status: 40 hours a week with incentive pay

**Position Summary**

This position develops and implements fundraising plans to help the organization receive the necessary financial support most efficiently. These strategic plans detail how the organization asks for donations and how to attract new donors effectively. This person is responsible for removing barriers and obstacles to allow the team to reach its revenue and growth goals.

**Governance**

The Foundation is governed by a Board of Directors. The Business Support and Outreach Manager will work alongside the Program and Courage Club/Outreach Managers while interfacing with Board Members, key vendor/partners, and volunteers (e.g., CPA/Accounting/bookkeeping partner, Web services partner, FFTC, Events coordinator partner).

**Primary Job Duties**

* Define fundraising goals for the organization and try to achieve them.
* Obtain financial support and sponsorship for the organization.
* Prepare strategies for fundraising and then implement and evaluate them.
* Develop and organize each aspect of the organization’s fundraising programs.
* Make sure to meet the annual fundraising goals.
* Obtain donations from individuals and organizations.
* Prepare and execute fundraising plans that include major gifts programs, annual fund strategies, planned giving, and fundraising events and campaigns.
* Maintain ongoing relationships with all donors and look for new donors and sponsors.
* Implement strategies to form strong relationships with donors and keep them informed on how their financial contribution is being utilized.
* Effectively motivate donors to provide financial support.
* Create a donor stewardship plan.
* Create reports to analyze and measure the progress towards the fundraising goals and the fundraising campaigns’ effectiveness.
* Lead the development team and collaborate with the members to develop strategies for increasing brand awareness and funding.
* Collaborate with the board of directors on organizing and planning special events and receiving donations.
* Work with the marketing team to create promotional material for fundraising events and campaigns.
* Be an active participant in all the fundraising programs.
* Manage corporate gifts.
* Manage annual fund campaigns.
* Look for donation programs and opportunities.
* Secure grants for the organization.
* Plan and write grant proposals.
* Stay up to date on fundraising trends.

**Expectations of the person in this role**

* Communicate with JKFFC team members, board members, clients, consultant teams, contractors, vendors, and financial institutions.
* Exceptional written and verbal communication skills.
* Ability to manage time, prioritize workload and meet deadlines.
* Strong attention to detail required (accuracy and organization).
* Ability to multi-task and maintain quality under pressure.
* An interest in and a willingness to learn new technologies.

SUMMARY

The person in this position must be friendly and genuinely interested in the organization, agenda, and needs of others, including the organization, its management, the team, the Board of Directors, Committee members, or all the above. Demonstrating an attention to detail is a requirement for the job, and those details need to be handled quickly, correctly, and efficiently. As time is usually a factor, the work must be done on time, as well as correctly. Demonstrating the ability to multitask effectively and efficiently is a requirement for the position. In general, this is a position where guidelines, structure, and established policies must be followed closely, while working with and for others. All members of the JKFFC team are expected to function as Ambassadors for the organization and its mission in the community.

JOB CHARACTERISTICS

* Very socially focused; requires "how can I help you?" attitude.
* Self-starter and self-motivator
* Effective communication is important. Position requires working with and through others, especially in a helping role.
* Team environment: must be willing to jump in and roll up his/her sleeves to help when necessary. Strong, friendly follow-up is required on tasks delegated to ensure proper results.

**Position Education and Experience Requirements:** A four-year degree and four plus years’ experience in fundraising skills required in the primary job duties and responsibilities.

**Physical demands**:

Sedentary in general; position requires the ability to lift on occasion.

**Schedule**:

The position requires 40 hours a week to be worked five days a week; to align with business hours of 8 am to 5 pm.

1850 E. Third Street, Suite 110, Charlotte, NC 28204 • 980.237.0451 • jkffc.org