



ELIZABETH'S NEW LIFE CENTER

Mission: Empower individuals to make healthy life choices.

Vision: By the grace of God, we humbly labor in the culture of life.

Job Description **Development Officer**

Full Position Title: Development Officer

Job Status: Non-Exempt, Part-time

Department: Development

Reports to: Development Supervisor

Supervises: No direct reports

Committees: varies

The Development Officer (DO) plans, coordinates, facilitates and implements strategies to develop donors and contributions to support Elizabeth's New Life Center through fundraisers, special events, fundraising campaigns, and direct donor contact. The DO may specialize in one of the functional areas of development such as: major donor cultivation; planned giving; fund-raising; special events; etc. or work as a generalist depending on assigned location, ENLC need, and/or skills and expertise. The DO will be assigned to a geographic area and will work closely with other Development and Women's Center staff to create and implement a plan for successful outreach.

Primary Duties

Essential Functions:

Fund Development

- Responsible for planning strategies and implementing actions that result in financial support from a variety of entities (individuals, churches, businesses, organizations, schools, etc.)
- Working knowledge to maintain and update donor database system and other fund development software programs.
- Maintains records that reflect all donor contact information, follow-ups and outcomes (phone calls, letters, emails, center tours or meetings); avoids unnecessary and undesirable conflicts.
- Maintain a working report of activities on the computer network for the, Development Supervisor, Director of Development and Executive Director to review as needed.

Donor Relationships

- Identify donor prospects, determine appropriate targets for funding; initiate contact either alone or with Women's Center staff, Development Supervisor, Director of Development, Executive Director and/or Board Members.
- Identifies businesses/foundations for potential grants and provides information to Grant Manager/Writer.
- Seek to expand donor support base through women's center tours, speaking engagements, referrals, special events and cold calls.
- Participate in the Development Team efforts for the appreciation of donors.

Special Events and Fundraisers

- Knows and promotes special events and fundraising opportunities to schools, churches, organizations and businesses; works to renew and expand participation; prepare reports after each event to help improve implementation and success for following year.
- Key member to plan Partnership Banquets in assigned geographic area and support Banquets in other areas.
- Work with the Development Team to complete all promotional and other materials in a timely manner to ensure success of fundraising activities/events.
- Assist with other fundraising projects as requested.

Strategic Management

- Assist in the development of annual outcome goals for all pertinent strategic initiative(s).

- Track and document steps taken to achieve annual outcome goals.
- Meet or exceed annual outcome goals as outlined in the appropriate business plan.

Organizational Development

- Participate on committees or community boards and supports special projects as requested.

Secondary Functions

- Promote ENLC’s mission, values and goals by appearing at public speaking venues as requested.
- As requested, prepare appeal letters, newsletter articles, and grant applications.
- Assist in development of promotional literature, newsletters, etc. as needed/requested.
- Answer incoming phone calls and provide administrative support as needed.
- Stay in contact with Development Supervisor to review/assess tasks and goals.
- Participate in administrative staff meetings and attend other meetings and seminars as required.
- Other duties pertaining to the mission of the organization as assigned by management.

Job Requirements

Experience, Education and Licensure

Bachelor degree in Marketing, Non-Profit Management, Communications or similar focus required. 1-3 years in fund development or sales experience a plus with demonstrated knowledge of fund development theory and practice. Well established in community relations for geographic area of assignment. Must be familiar with standard office equipment and proficient in Microsoft Office Suite.

Job/Language Skills

Must work well in a team environment, handle multiple assignments and meet deadlines. Must possess excellent phone and interpersonal communication skills including the written and spoken word using tact and diplomacy. Must be persuasive, creative, and apply problem-solving techniques. Must be self-motivated and self-initiating. Ability to meet people with ease and work under pressure.

Work Environment:

Must be available Monday – Friday during business hours. Occasional night and weekends may be required. Must be able to use a computer keyboard, telephone and lift up to 20 pounds.

Driving Requirements:

Driving to and from various locations is required. Must have valid driver’s license and private automobile insurance and be insurable under ENLC policy. Mileage may be reimbursed by ENLC.

ENLC Expectations:

- Ability to maintain confidentiality.
- Complete understanding of the program for which he or she is requesting funding.
- Adhere to ENLC Policy and Procedures.
- Report safety and job related concerns to management.
- Comfortable asking for donations.
- Works well without direct supervision.
- Demonstrate flexible and efficient time management and ability to prioritize workload often balancing multiple priorities.
- Strong personal motivation, initiative, sense of responsibility.
- A servant’s attitude with the ability to understand how all tasks impact Elizabeth's New Life Center’s ministry of supporting life.
- Willingness to support Elizabeth’s New Life Center’s mission and vision as defined by Elizabeth's New Life Center.

I have received and read this job description and understand that it does not limit my employer’s ability to require additional tasks of me. I understand this supersedes previous documents and statements. I also agree that I will carry out my job as outlined above, and if I have a question concerning work expectations, I will check with my supervisor.

Employee’s Signature

Date: