

DEVELOPMENT OFFICER

ADDI'S FAITH FOUNDATION

POSITION TITLE: Development Officer

REPORTS TO: Executive Director

DATE OF LAST REVISION: January 2023

SUMMARY

The Development Officer, in collaboration with [Addi's Faith Foundation](#) Staff and Board, is responsible for the organization's fundraising activities and manages connections with corporate partners, donors, and volunteers. Their duties include cultivating new, current, and previous donor relationships to encourage ongoing contributions, while seeking opportunities for additional financial support through grants and sponsorships. Other key duties include community outreach, data analysis, and strategic planning. The Development Officer will work collaboratively to support the mission of Addi's Faith Foundation and represent its values when interacting with donors, volunteers, and members of the community. Applicant must reside in the Houston area.

ESSENTIAL FUNCTIONS

- Develop and implement a comprehensive fundraising plan to expand philanthropic support.
- Develop and maintain relationships with donors, sponsors, and key corporate & community leaders.
- Conduct sales calls to generate revenue through corporate sponsorships and individual donors.
- Track, report and maintain results using a variety of database and campaign management systems.
- Implement programs to maximize donor engagement at fundraising events.
- Supports the development of the annual budget along with Executive Director, Associate Director, and Board of Directors.
- Implements annual appeals to individual donors to meet budgeted goals.
- Builds the Sunshine Circle membership (monthly giving program) while nurturing current members.
- Contributes to the visibility of the organization by representing AFF at third party events. Occasionally events will be held on a night or weekend and attendance will be required.
- Other duties as assigned by supervisor.

OTHER RESPONSIBILITIES

- Assists in the accomplishment of Addi's Faith Foundation goals.
- Supports AFF Team.
- Special projects and tasks as assigned by Executive Director.
- Displays a positive image and represents Addi's Faith Foundation in a favorable fashion.
- Protects confidential information such as donor information, family assistance financials, and all related private data.

REQUIREMENTS

EDUCATION

- Bachelor's degree.

KNOWLEDGE / SKILLS

- Excellent organization, communication, negotiation, and interpersonal skills.
- Three (3)+ years of experience in fundraising, outside sales or in a non-profit organization in a similar capacity.
- A proven track record in meeting sales/fundraising goals.
- Proficient in Microsoft Office applications, including Excel, Outlook, PowerPoint, and Word.
- Ability to prioritize and manage multiple tasks, to analyze and solve complex problems, and to exercise sound judgment.
- A desire to continually learn and develop professionally.
- Passion for the mission and a strong sense of integrity are important.
- Strong team player.
- Ability to prepare and organize clear, concise, and thorough written reports and graphs analyzing fundraising data.

○ **PHYSICAL REQUIREMENTS**

- Must reside in the greater Houston area.
- Performs light work: exerting up to 20 pounds of force occasionally, or up to 10 pounds of force frequently, or a negligible amount of force constantly to move objects.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbent will follow any other instructions, and perform any other related duties, as may be required by the supervisor.

ACKNOWLEDGED: Employee

Date

EMPLOYEE: Printed name