# Job Title: Development Officer

# FLSA Status: Exempt (Administrative)

Date: July 2021

Department: Administration

Reports to: Executive Director

# SUMMARY

This position performs work for the Roanoke Higher Education Center Foundation (Foundation). The Foundation is an independent 501(c)(3) entity dedicated to supporting the comprehensive mission of the Roanoke Higher Education Authority (the Center) by providing additional resources to ensure the success of programs and students at the Center. Primarily responsible for identifying, cultivating and managing the solicitation of gifts from individuals, businesses, Board members, students, and the community to support the mission and vision of the Center.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

* Solicit philanthropic gifts that align with the mission, vision, and strategic plan of the Roanoke Higher Education Center.
* Develop and initiate cultivation, solicitation, and stewardship strategies for capital and programmatic support, unrestricted annual fund, and endowment gifts in support of the RHEC Strategic Plan.
* Develop and employ advancement industry best practices policies and procedures to manage the status of current and new individuals and corporations in a portfolio of major and small gift prospects.
* Maintain a monthly, quarterly, and annual targeted plan of all prospects to be solicited to ensure fundraising goals and priorities are met each fiscal year.
* Develop grants that align with the mission of RHEC and the fundraising priorities.
* Under the direction of the Director of Finance and Administration/Foundation Treasurer:
  + Prepare and oversee annual development budget of expenditures and income as assigned.
  + Provide appropriate data and reports to finance staff for donation entry, reporting, and reconciliation in the Center’s accounting system.
  + Assist in providing requested information from auditors during the annual audit of the Foundation’s records.
* Assist Executive Team with special events and promotions.
* Establish strong working relationships with all staff of the Center, representatives from partner institutions and members of the Foundation and Authority Boards.
* Work closely with the Executive Team of the Center to develop and implement cultivation and solicitation strategies in support of the Center and partner institutions.
* Fulfill the duties under the direction of the Center’s Executive Director.
* Performs other tasks and projects as assigned or requested.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**JOB KNOWLEDGE, SKILLS AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities necessary to perform the duties of this position.

* Self-starter with excellent organizational skills.
* Effective time management skills and ability to multi-task.
* Ability to maintain the confidentiality of donor information.
* Good command of the English language, both oral and written, and ability to relate well with donors, management, legislators, board members, the public, and people at all levels of the organization.
* Professional appearance and professional telephone manner.
* Attendance at key events that occur during evenings and on weekends.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**REQUIREMENTS**

* Bachelor’s degree from an accredited college or university.
* At least five (5) years experience as a charitable gift officer working fundraising portfolios with demonstrated success.
* Proficiency with Microsoft Office, use of the Internet, social media, and donor management software.
* Superior interpersonal skills, including ability to listen, observe and interact well with diverse individuals and groups.
* Experience in marketing, advertising, public relations, or a related communications field.
* Must be self-motivated and have the ability to work as a team member.
* Develop and implement strategies with increasing complexity.

**PREFERRED REQUIREMENTS**

* Graduate degree.
* Experience in higher education fundraising.
* Proven success in building productive relationships with management, business leaders, staff, boards, and donors.
* Previous major gift experience.
* Experience with Donor Perfect software system.

# LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondences. Ability to speak effectively before the governing boards, community leaders, and the executive team.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to sit; use hands to finger, handle or feel; talk; and hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

Supervisor:

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Kay Dunkley, Ed. D. Date

Executive Director

**ACKNOWLEGEMENT**

My signature below acknowledges that I have reviewed and discussed with my supervisor the duties and responsibilities outlined in this document. I further acknowledge that these duties and responsibilities will be used as a basis upon which my work performance will be evaluated.

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Employee’s Signature Date

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Employee’s Name (Please Print)