



Position: Development Officer

Classification: Full-time, Exempt

Supervisor: Director of Development & Public Relations

Position Summary:

The Development Officer will work closely with the Director of Development to meet the development and fundraising goals of the Jimmie Hale Mission. The Development Officer will be a keystone member of the development team, with a concentration on successfully leading the annual fund, special events, and donor stewardship initiatives. This position will also be responsible for the effective and efficient use of resources and the donor management system to measure and achieve goals.

Duties:

- Actively participate in the annual creation of the Development and Fundraising Plan and follow through on its successful completion.
- Serve as the major gift fundraiser (\$1,000+). Identify current donors with the potential for increased giving levels, generate new donor prospects, and coordinate cultivation and solicitation meetings for those donors and prospects.
- Draft donor-related communications such as thank you letters, hand-written notes, targeted appeals, emails, etc.
- Serve as lead in the matching gifts program.
- Serve as lead for annual fundraising and stewardship events and activities to include planning, managing, marketing, recruiting volunteers, execution, and evaluating.
- Serve as liaison to the Young Professionals Board and assist as needed, including helping to coordinate benefit nights, annual fundraisers, etc.
- Maintain up-to-date and accurate data on donors and prospects in the CRM system and effectively utilize the database to create advanced reports and integrated communication options.

Skills & Abilities:

- Computer proficiency in Microsoft Office systems, CRM database software, web applications, and an understanding of the role of technology in fundraising.
- Excellent verbal and written communication skills.
- High degree of accuracy and attention to detail.
- Self-directed approach to work with the ability to take initiative and meet deadlines in a time-sensitive environment.
- Strong project management and time management skills.
- Ability to work collaboratively with a team.
- High level of professionalism working with a variety of stakeholders.

- Knowledge of fundraising concepts and general philanthropic principles and commitment to Donor Bill of Rights.

Minimum Requirements:

- Bachelor's degree in a related field.
- Minimum of 5 years of professional fundraising experience required. Experience with capital campaigns and major gifts preferred. CFRE preferred.
- Must possess a valid driver's license and dependable transportation.
- Must be willing to travel within the Greater Birmingham Area.
- Must be able to accommodate work schedule changes.