

## Position Description

### **Job Definition**

Title: Development Officer  
Department: Corporate and Tribal Development  
Reports To: Director of Corporate and Tribal Development  
FLSA Status: Exempt  
Date Modified: December 22, 2009

### **Job Purpose**

This position exists to identify champion support and align donor passions with charitable giving opportunities to meet departmental financial goals.

### **Job Context**

This position is critical in identifying and building relationships with corporate and tribal donors in order to develop partnerships that benefit tribal colleges and their communities. By initiating and growing strong partnerships, the organization is poised to increase charitable giving, thereby expanding its capacity to disburse monies for scholarships. This position plays a key role in meeting the Fund's strategic initiatives to increase revenue and raise awareness of the organization among a core group of tribal and corporate supporters.

The organization's values are the cornerstone for conversations with donors. Respect, Reciprocity, Relationships, Responsibility and Reasoning could be inserted into a textbook detailing successful ways to approach corporate and tribal fundraising. In addition, results and fiscal responsibility are essential elements of any solicitation. The incumbent could not succeed if he/she were to misrepresent these values to philanthropic champions.

### **Job Responsibilities**

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1. Builds and maintains relationships with donors and prospects in personal portfolio.
  - a. Represents the organization in meetings with donors and prospects in personal portfolio.
  - b. Makes presentations about the Fund, its mission, activities, and success stories.
  - c. Provides stewardship material for all donors in portfolio.
2. Raises funds to help reach the Corporate and Tribal Development team's annual fundraising goal.

- a. Raises funds from current donors in personal portfolio.
  - b. Raises funds from lapsed donors with a goal of re-engaging lapsed donors in personal portfolio.
  - c. Raises funds from new donors that meet or exceed personal revenue goal.
3. Creates mechanisms to communicate with donor base in portfolio.
- a. Develops concept and objectives for and executes external mailings.
  - b. Analyzes mailing responses and performs strategic follow-up.
  - c. Ensures accuracy in disbursement of funds.
  - d. Reports back to donors results of partnership

### **Job Requirements**

#### Competencies

- Proficiency in Microsoft Office and Outlook.
- Knowledge of donor relational database software.
- Proficiency in Microsoft Office and Outlook.
- Strong verbal and written communication skills.
- Understanding of the principles of charitable giving and corporate social responsibility
- Knowledge of or interest in learning about American Indian education.

#### Education / Experience / Certification Requirements

Bachelor's degree.

2 years of related experience for external candidates, completion of Associate Development Officer program for internal candidates.

#### Problem Solving

Independently solves standard problems; receives guidance on complex problems

#### Interpersonal Contacts

This position has a great deal of interaction with an external audience, which is the most critical element of the job. Internally, interaction includes the Corporate and Tribal Development Team, the organization's CEO and CFO, other resource development departments and the database manager.

Consequences of Error

Rework and Intervention. Work is performed independently and errors would not be caught internally. Potential errors create problems so severe that they require intervention from an executive in the organization to avoid lost revenue or increased expenditures. There is a cost associated with fixing the problem and the time of the executive involved.

Responsibility for Work of Others

None

Direction Received

General supervision. Work is reviewed. Independently performs assignments. Consults supervisor concerning unusual problems and developments.

Essential Physical Requirements

Frequent keyboarding, public speaking, significant air and car travel.

Note: This description is intended to capture the uniqueness of the position. It is not intended to be an all-inclusive list of every task the incumbent may be asked to carry out. Other duties may be assigned from time to time that differ from the responsibilities listed here.

Resumes can be sent to:

American Indian College Fund  
Human Resources Department  
8333 Greenwood Boulevard  
Denver, CO 80221  
(303) 426-8900 (Office)  
(303) 426-1200 (Fax)  
**or via email: [applications@collegefund.org](mailto:applications@collegefund.org)**