

## Position Description

### **Job Definition**

Title: Development Officer  
Department: Major Gifts and Planned Giving  
Reports To: Director of Major Gifts and Planned Giving  
FLSA Status: Exempt  
Date Modified: November 19, 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 providing individual donors with a personal relationship with the organization – cultivating their investment and facilitating giving increases. By providing this level of personal connection, the organization is poised to increase charitable giving, thereby expanding its capacity to disburse monies for scholarship. 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 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 increasing major gifts. 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**

1. Builds and deepens relationships with current and prospective major donors to meet individual annual revenue goals.
  - a. Contacts donors in portfolio to develop personal relationships leading to gift solicitations.
  - b. Identifies donors’ interests related to giving opportunities and makes targeted solicitations.
  - c. Meets individual annual revenue goal.
2. Establishes and implements strategies to achieve fundraising goals, measuring and reporting success.
  - a. Implements major gifts plan that include measurable targets for each fiscal year.

- b. Plans and implements personal donor visits.
  - c. Updates all donor interactions in the Raiser’s Edge Database.
  - d. Prepares and submits monthly reports to Director, which describe and analyze results of fundraising activities.
- 3. Identifies individuals from current donor base to optimize potential for new major donors and upgrading current major donors.
  - a. Evaluates personal portfolio on a regular basis to optimize moves management system.
  - b. Evaluates personal portfolio to determine current month priorities for moves management.
  - c. Analyzes database regularly to uncover new leads.
- 4. Develops pipeline for charitable bequests.
  - a. Initiates and monitors stewardship activities for planned gift donors and prospects in assigned states.
- 5. Supports department capacity building.
  - a. Writes proposals, templates, and communication plans for donor-related events/campaigns.

**Job Requirements**

Competencies

- Proficiency in Microsoft Office and Outlook.
- Knowledge of donor relational database software.
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- Solid knowledge of donor relational database software is essential.
- Strong verbal and written communication skills.
- Understanding of the principles of charitable giving and major gifts solicitation.
- Knowledge of or interest in learning about American Indian education.

Education / Experience / Certification Requirements

Bachelor’s degree.  
 3 years of related experience for external candidates; completion of Associate Development Officer program for internal candidates.

Preferred Qualifications: CFRE

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 Individual Giving Team, the organization's CEO, 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.

Please email a letter of interest, report writing sample (maximum of three to four pages), salary requirements and résumé to: [applications@collegefund.org](mailto:applications@collegefund.org)

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