



GEORGES RIVER LAND TRUST

Employment Position Description

Development Officer

GENERAL DESCRIPTION

The Development Officer (DO) is responsible for the planning and management of development activities to meet established fundraising goals. The DO will work closely with the Executive Director, Staff, Development Committee and Major Gifts Committee. Together, this Development Team will create and implement effective strategies for the cultivation and solicitation of gifts, including those from individual donors and businesses. The DO will represent the Land Trust professionally and effectively in a variety of forums, including communications with Board members, committee members and donors.

This position is full-time and based generally on site in Rockland, Maine.

The Development Officer reports to the Executive Director.

KEY RESULT AREAS

Major Gifts Management

- Provide guidance to the Executive Director and Board members/volunteers on major gift strategies
- Coordinate creation of solicitation materials and case statements
- Provide support for donor meetings, including background research, coaching, materials/presentations, and follow-up correspondence/tracking, and, at times attending such meetings either on or off site.
- Provide support for cultivation events, including logistics, materials/presentations, communications and follow-up correspondence/tracking
- Coordinate pledge reminders/tracking and written/verbal acknowledgements for major gifts
- Update and maintain major donor list and files, including list of top prospects, tracking contacts, recording information, and providing reports to solicitors

Development Management

- Develop new fundraising strategies and initiatives and provide input into GRLT outreach activities
- Work with Development Team on all fundraising activities to meet established goals:
 1. Membership (materials, donor lists, follow-up emails/calls)
 2. Annual Appeal (materials, donor lists, follow-up emails/calls)
 3. Help create strategies to encourage members/donors to move up to the next level of giving
 4. Special Events
- Develop and manage a Corporate/Business donor strategy to include both dollar donation and gifts in kind and at times, meeting with corporate/business potential donors either on or off site.
- Update the donor database and files to ensure accurate, up-to-date information and confidential processes; with the support of the Office manager and qualified volunteers, maintain current and accurate donor lists for committees and publications

Administration & Policy

- Build positive, professional relationships with donors, Board members, committee volunteers
- Work with the chairs of the Major Gifts Committee and the Development Committee to plan meetings and follow up
- Report on progress toward goals monthly

General Office

- All staff are expected to help answer phones and greet visitors in a professional and cordial manner

Every effort has been made to make this description of duties as complete as possible. However, it in no way states or implies that these are the only duties required of the position. The omission of specific statements of duties does not exclude them from the duties of the position if the work required is similar, related or a logical assignment to the position.

ESSENTIAL KNOWLEDGE, ABILITIES, AND SKILLS

- Professional, outgoing, positive, energetic and people-oriented approach, including the ability to inspire and motivate action and success in others
- Will have both external-facing and internal responsibilities. Will serve as an ambassador at public events, sharing information on our mission and programs to grow the organization's membership.
- Experience in non-profit fundraising, including donor research, cultivation and solicitation
- Rigorous standards of confidentiality required in handling personal and financial information about the GRLT membership and supporters
- Strong written and verbal communication skills
- A well-organized work style capable of conducting multiple activities during the same period
- An ability to keep accurate, detailed and confidential records
- Ability to work effectively with a wide range of people, including GRLT board members and staff, volunteers, the public, donors and other prospects
- Self-motivated and independent, as well as a team player
- An ability to think creatively and solve problems
- Patience and flexibility in adjusting to changes in task scheduling and priorities
- Ability to complete projects, meet deadlines and work within established budgets
- Strong experience with and willingness to learn computer software necessary to conduct the duties of the position, including Little Green Light, Microsoft Word, Microsoft Excel and internet software
- A minimum of a Bachelor's Degree or experience commensurate with the needs of the position
- A valid driver's license and personal vehicle with evidence of insurance