



Development Officer Job Description

TITLE: Development Officer (Full-time/salary position)

REPORTS TO: Executive Director

JOB SUMMARY: The Development Officer provides direct support for all development functions and leadership of annual fundraising activities. This position works with the Executive Director and Fundraising/Campaign Committee in the execution of annual fundraising planned activities, including campaigns, events, donor research and cultivation, database management and grant research and writing.

RESPONSIBILITIES AND DUTIES:

Comprehensive Campaign

- Provide support to Executive Director and Campaign Committee members in the fulfillment of Grove Campaign goals
 - Research prospects and manage donor/prospect lists in database
 - Process and acknowledge gifts and pledges
 - Plan campaign events in coordination with committee members (venue, catering, invites, etc.)
 - Support committee members with scheduling donor meetings, documenting outcomes, and following up on meeting outcomes
 - Facilitate and document monthly committee meetings

Annual Donor Program

- Perform prospect research on business and individual donors to determine sponsorships, gifts, events and collaborative activities in order to raise funds
- Manage and grow portfolio of local business and church sponsors in support of annual budget goals
- Process and acknowledge gifts and pledges
- Write and publish/email/mail donor updates
- Plan and execute key fundraising events: Dream Builder's Luncheon, Poinsettia Sale, Old Bill's Fun Run, End of Year Campaign
- Provide and update copy on the portions of the Teton Habitat website that pertain to funds development
- Provide monthly reports of fundraising activities

Grants

- Research funding sources and write proposals to a variety of foundations, banks and corporations
- Prepare and submit grant reports

Other

- Participate in monthly staff meetings to ensure coordinated advancement of organizational goals
- Some travel required outside of Teton County for training sessions and conferences

SKILLS & CHARACTERISTICS REQUIRED:

- At least 2 years of development and fundraising experience
- Proficiency using Microsoft Word, **Excel** and Outlook and **Salesforce** database (emphasis on bolded software)
- Effective written and oral communication skills and professional attitude
- High attention to detail
- Strong organizational skills and ability to follow through with medium and long term projects
- Ability to connect with people from a variety of backgrounds
- Passionate about the mission of Habitat for Humanity
- Ability to learn quickly and retain knowledge
- Willingness and ability to work some evenings and weekends
- Basic graphic design skills (desired)

ABOUT HABITAT: Habitat for Humanity of the Greater Teton Area (Teton Habitat) brings people together to build homes, communities and hope. We help low income families find opportunity and stability and to improve their futures. Habitat helps build stronger families and neighborhoods through homeowner education and by partnering with donors and volunteers to construct attractive, affordable homes. Homes are sold at no profit to pre-selected partner families with an interest free loan. Homeowners are required to contribute 500 hours of "sweat equity," save toward the home closing, and take a series of homeowner education classes. Teton Habitat also runs a *Habitat for Humanity ReStore*, which sells donated building supplies, home furnishing and appliances to help fund Habitat's mission. Teton Habitat is a locally run affiliate of Habitat for Humanity International.