



JOB POSTING

Rev. 3/2/2022

POSITION: DEVELOPMENT OFFICER

Summary of Functions:

The Development Officer plans and executes fundraising, maintains donor relations, acknowledges gifts, and reports to the executive director and the board of directors. He/she is an at-will employee. The job position may be part time or full time, depending on the need. Salary will be commensurate with the level of experience.

The Development Officer's responsibilities include but are not limited to:

Solicitation of Funds:

1. Writing grants and funding requests and developing personal relationships with foundation and trust administrators.
2. Requesting financial commitments annually from our four sponsoring churches prior to the development of our budget.
3. Managing direct mail campaigns by means of newsletters that contain return envelopes 3 times per year, including Easter and Christmas appeals.
4. Opening gifts and recording them in our donor database, then depositing them.
5. Sending acknowledgements of all gifts to all donors.
6. Sending notifications of gifts given in honor of individuals to the honorees and sending notifications of memorial gifts to families of those remembered.
7. Soliciting monetary and in-kind contributions from area businesses and organizations. /
8. Keeping accurate records and files of fundraising.
9. Supporting activities that benefit our outreach, such as the CROP walk, Church fundraising dinners, and food drives.
10. Cooperating with the treasurer and executive committee of the board in developing the annual budget.
11. Giving direction and assistance to the boards fundraising committee in planning and conducting any fundraising events.

Public Relations:

1. Contacting service clubs, fraternal organizations, religious groups, and other organizations and offering to share Crossover's story with them to see if they have a need or interest in volunteering.
2. Attending community events and networking with those whose services tie-in with Crossover's mission.
3. Preparing press releases and writing articles for our website and social media.



Work with the Board of Directors:

1. Preparing written statistical and written reports for presentation at monthly board meetings. Each report will contain the funds that were raised that month in comparison with the year before, along with any addition projects/activities that occurred that month.
2. Attending and participating in all board meetings and appropriate committee meetings.

Office Relationships:

1. Attending staff meetings as called by the Executive Director.
2. Cooperating and coordinating your work with the Executive Director.
3. Flexibility and team work are needed in an agency as small as Crossover, especially when there is a deadline or emergency situation.

Qualifications:

Education/Experience

- Proven track record of fundraising experience (Required)
- Experience Grant Writing (Required)
- 4-year degree in Marketing or related field (Preferred)
- Graphic Design Experience (Preferred)
- Previous experience in a capital campaign is a bonus

Skills/Abilities

- Demonstrated ability to develop, plan, and implement fundraising strategy
- Demonstrated fundraising success including events, major gifts, planned giving and securing of grants
- Experience with maintenance of donor database and Microsoft software programs
- Demonstrated ability to utilize relationship skills to recruit, engage and retain donors for a variety of fundraising tasks and responsibilities
- Demonstrated ability to develop collaborative relationships with co-workers and board members
- Ability to speak and write clearly using proper spelling and grammar; experience with public speaking and the ability to provide fundraising presentations to individuals and groups
- Ability to work independently and have a go-getter mentality

To apply, submit resume and cover letter to Denise Diller at ddiller@crossoveroutreach.org