



Position Title: Development Officer

Reports to: Donor Relations Manager

Position Summary: The Development Officer plays a key role in cultivating and stewarding Hope Builders' annual fund donors. In conjunction with the Donor Relations Manager, the Development Officer will execute a moves management system for an assigned portfolio of mid-level donors (\$500-\$7500) to ensure retention and continued growth.

KEY RESPONSIBILITIES:

Donor Stewardship

- Create solicitation and year-round engagement strategies for a mid-level (\$500-\$7500) donor prospect portfolio of approximately 125 donors
- Develop and execute personalized moves management strategies for portfolio to ensure donor retention and continued growth in alignment with Hope Builders' Annual Giving Plan
- Persuasively convey the mission of Hope Builders to diverse groups who are important to the organization's overall sustainability
- Develop presentations, draft newsletter articles and represent Hope Builders at donor convenings
- Conduct regular, weekly donor cultivation activities and solicitations
- Monitor and track stewardship activities in Raiser's Edge and report weekly on outcomes
- In partnership with Donor Relations Manager utilize research, volunteer-referrals, annual giving data, wealth screening to identify and cultivate donors
- Manage, execute and recruit attendees to donor acquisition, cultivation and stewardship events
- Achieve targets for donor participation, total contributions and increased donations for assigned donor portfolio.
- Other duties as assigned

Qualifications:

- Familiarity with Raiser's Edge and Microsoft Suite
- Minimum 2-3 years' experience in fundraising for the non-profit sector
- Excellent organizational skills; Meticulous; Ability to self-start and multi-task; Must thrive on diverse assignments and deadlines
- Excellent oral and written communication skills reflecting solid customer service both in person and over the telephone
- Ability to form and sustain appropriate adult-based relationships
- Use time effectively and focus on details
- Ability to collect meaningful data and draw conclusions
- High level of self-management and organization



- Intermediate level proficiency in MS Word and Excel
- Successful completion of background check required
- Must have a valid CA Driver's License, reliable transportation, and meet state required automobile insurance minimums
- Minimum Education Requirements: B.A. required

ADDITIONAL REQUIREMENTS:

Physical Requirements

- Ability to sit at a desk or computer for extended periods. Ability to lift at least 20 pounds. Ability to go up and down stairs throughout the day.

Mental Requirements

- Ability to work with frequent interruptions and changes in workload priorities, ability to prioritize tasks, ability to maintain confidentiality.

Essential Values-Based, Leadership and Management Competencies

- Demonstrates competencies in line with the core values that are the foundation of all activities performed by employees in order to achieve the mission of Hope Builders.

Compensation and Benefits

Salary range related to experience. For regular full-time employees, full medical, dental, and vision benefits are offered. Additional benefits available including 401(k) retirement plan. Full time position at 40 hours a week with some weekends and evening work.



This job description is not intended to be all-inclusive, and employee will perform other reasonably related job duties as assigned by immediate supervisor or other management as required. It is not intended to be construed as an exhaustive list of all responsibilities.

This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Employment at Hope Builders may be terminated at will by the employee or Hope Builders at any time with or without cause and with or without notice.

How to Apply: Please submit resume and other supplemental documents to HR@tsjhopebuilders.org.