

# CAMP ALDRSGATE, INC. JOB DESCRIPTION

## DEVELOPMENT OFFICER

### JOB SUMMARY

The Development Officer's primary responsibility is implementing fund development activities in cooperation with the Director of Development and Chief Executive Officer. Key tasks include creating and fostering community relations, relationship development, event planning and implementation, and creating and evaluating strategies to secure contributions for Camp. The position requires strong organizational skills and an ability to prioritize as well as multi-task. The position works with the Director of Development in all other fundraising initiatives, donor relations, grants, research and cultivation. The Development Officer will maintain a thorough understanding of Camp's programs and operations as well as the operational budget.

**REPORTS TO:** Director of Development

### JOB DUTIES AND RESPONSIBILITIES

- Creates, plans and implements fundraising events and campaigns
  - Develops annual plan and budget for the following:
    - Fish Fry
    - Church initiative
    - Aldersgate After Dark
  - Leads in the planning and coordination of all special events and campaigns from start to finish.
  - Recruits volunteers and committee members as needed.
  - Ensures success of events and campaigns are maintained and growth occurs in each endeavor, including evaluating and implementing necessary changes.
  - Recommends and manages income and expenses for budgetary purposes.
  - Stays current regarding industry trends and funding trends.
  - Works directly with the Development Director in the coordination of other fundraising initiatives including Board Campaign, annual campaigns, special parties, or other donor development initiatives.
    - Includes targeted prospects of churches.
- Seeks out grant funding opportunities
  - Researches grant possibilities and makes recommendations for grant proposals.
  - Coordinates grant planning and needs with development and program staff.
  - Composes final grant documentation and reports.
  - Studies and understands the history, structure, objectives, programs and financial needs of the organization.
- Fosters Relationships
  - Builds and maintains a positive and open rapport with donors, churches, civic organizations, corporations, volunteers, key media contacts, etc.
  - Participates in community organizations for the benefit of Camp. E.g. Rotary Club, AFP, etc.

- Other Duties as Assigned

### **MINIMUM QUALIFICATIONS**

- Direct fundraising event coordination experience.
- Ability to work collaboratively with a wide range of constituencies, volunteers and stakeholders.
- Ability to develop creative events, energize participation and evaluate processes.
- Ability to develop and make effective public speaking presentations on the camp's programs and needs.
- Willingness to handle flexible hours, including work on nights and weekends, and some travel.
- Bachelor's Degree in related field to non-profit management, marketing, fundraising or public relations.

### **PREFERRED QUALIFICATIONS**

- Minimum age of 25 to fulfill eligibility requirements to be covered by the camp's automobile insurance. Must maintain clean driving record as required by auto insurance carrier.
- 5-7 years of progressive non-profit development/fundraising event experience with a proven track record.
- Familiarity and working knowledge of CRM software.
- Experience in Arkansas non-profit organization fundraising.