Job Title: Development Officer

Summary: The Development Officer oversees the Development function and supports JCCMW's fiscal health, while pursuing opportunities for increased profitability via new and/or augmented donor relationships. This is a full time, exempt role.

Essential Functions: Essential functions include but are not limited to the following:

- Develops and implements a comprehensive fundraising strategy for the agency.
- Establishes and manages relationships with a portfolio of approximately 100 gift prospects and donors, at all stages of the giving cycle.
- Develops and implements individualized cultivation and solicitation plans for all donors in the agency’s gift pipeline including Board members and potential Board members.
- Identifies and researches individual prospects and potential Board members.
- Identifies corporate prospects for development and grant support
- Keeps current and potential supporters informed, interested, and involved.
- Prepares, supports, and accompanies the agency’s executive director, board members and volunteers in cultivating, soliciting and closing gifts.
- Independently cultivates, solicits and closes gifts, as appropriate.
- Thoughtfully thanks and acknowledges donors by actively sharing stories and updates with them to highlight the impact of their gifts, and by other viable and appropriate means.
- Produces and writes high-quality fundraising materials including proposals, presentations, reports and donor correspondence independently, and on behalf of, and/or in collaboration with the agency’s leadership.
- Provides regular progress updates to the Executive Director and produces monthly income and pipeline reports for the executive director and/or the Board Development Committee.
- Coordinates 1-2 annual events with event coordinator

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