



Job Title: Development Officer

Pay Range: hourly \$30-40

Time Category: Part-Time, appr. 10 hrs per week

Location Requirement: Remote, U.S. Based

Travel: Up to 10% travel will be required, including travel to Canada

Supervisor: President Amanda McGann

Primary Purpose: The Development Officer, in collaboration with the President and the Board of Directors, is responsible for creating, leading, and executing the overall fundraising and constituent engagement strategies to provide for the current and future needs of Isaiah Forty.

Isaiah Forty distinguishes between a position's "essential responsibilities" (that are "of the essence" of the position) and "incidental responsibilities" (that may be "sometimes needed" of the position).

Essential Responsibilities

Work in partnership with the President to design a comprehensive fund-development strategy and infrastructure

- This strategy would include the following core initiatives: Annual Fund, Major Gifts, Donor Stewardship, and Planned Gifts.
- This infrastructure would support the strategy, including a gift-processing and acknowledgement system, donor database and software, website enhancements, etc.

Leading all donor cultivation, solicitation, and recognition

- Managing a portfolio of about 50 major donors.
- Cultivating and maintaining a key prospect list.
- Submitting detailed monthly activity reports, and specific moves-management strategies and progress updates.
- Be responsible and accountable for meeting annual fund development financial target goals, including monthly Key Performance Indicators (KPIs) associated with these goals.

- Consistently seeking to build relationships with Board members, staff, and other volunteers, community partners and donors. Communicating and coordinating with these groups to ensure that donors are not being over-solicited, and communications are consistent.
- Developing and implementing giving societies, for purposes of increasing perpetual support for the organization's programs and services.

Attend and participate in weekly Executive Team Meetings

Examples of Incidental Responsibilities

- Assist with creation of fundraising-related collateral, website updates and social media content.
- Assist in developing systems to train and encourage Board involvement in annual fund solicitation, personal giving and donor recognition.
- Coordinate visits and meetings between the President/Board Members and potential donors.

Education and Experience

- A bachelor's degree is required.
- Three to five years of fundraising experience is preferred.

Knowledge, Skills and Abilities

- Enthusiastic attitude and commitment to the mission of Isaiah Forty.
- Must be comfortable asking for money.
- Must be self-starter/self-motivated, well organized, detail oriented and able to work with minimal supervision.
- High degree of professionalism and sensitivity to confidential information.
- Team player with ability to work collaboratively and maintain positive working relationships.
- Excellent written, verbal, and interpersonal skills.
- Available for activities before and after normal work hours including weekends. Up to 10% travel (including travel to Canada) will be required.
- Proficiency with social media and email marketing platforms
- Computer proficiency; knowledge of donor software products, as well as Google Docs and Google Sheets.

How to Apply:

Interested candidates should send a resume and cover letter to
Jennifer Turner at operations@isaiahforty.org

if **isaiah forty**
www.isaiahforty.org