



## **POSITION DESCRIPTION**

Position: Development and Community Relations Officer

Program: Development and Community Relations

Status: Exempt

Reports to: V.P, Chief Development and Communications Officer

Date Prepared: 06/2016

## **POSITION SUMMARY:**

The Development and Community Relations Officer is responsible for the implementation of strategies and initiatives designed to garner annual support from individuals, corporations, and foundations. The position will oversee all aspects of the fund development and marketing office in the Bay Area including donor cultivation events, a fund raising breakfast, direct mail, grant writing, annual fund, marketing and public relations. In addition, the position will be responsible for engaging the community in the work we do through volunteerism and advocacy. Work is performed in a cost effective and service oriented manner as it relates to established organizational standards.

## **OBJECTIVES/ACTIVITIES:**

1. Prepare and coordinate grant proposals and manage grant process from beginning to end
2. Cultivate relationships with key corporate and foundation representatives
3. Manage annual fundraising breakfast – including recruiting Table Captains, Table Captain Events, breakfast and Thank You events
4. Manage corporate sponsorships and develop relationships for future gifts
5. Create, implement and manage a stewardship plan
6. Create, implement and manage the Bay Area major donor portfolio of 100 donors
7. Establish and monitor annual strategies to identify mid-level donors with propensity for increased giving and engagement
8. Develop individual cultivation and stewardship plans for each Dream Maker's Society member and be responsible for managing the portfolios and tracking progress
9. Ensure all corporate and foundation plans, strategies and activities are designed and implemented in a synergistic manner with other organizational plans, goals and activities
10. Oversee annual fund/direct mail program (managed by National)
11. Manage employee campaign
12. Oversee the donor database and acknowledgement process
13. Conduct speaking engagements and tours on behalf of Volunteers of America
14. Oversee local public relations and marketing with direction from the Sacramento office.
15. Oversee all communication with local stakeholders including newsletters, social media, etc.
16. Recruit and manage volunteer development committee to assist in fundraising and cultivation events

## **EQUIVALENT EDUCATION AND EXPERIENCE:**

Must have a strong background in fund development with five years minimum of direct fundraising experience. Leading a fund development department is preferred. Bachelor's Degree in a related field is required. The Development and Community Relations Officer will have excellent communications skills as well as the ability to manage multiple projects simultaneously. The candidate must have a strong desire to work for an organization dealing with issues unique to homelessness, substance abuse, and mental health. Necessary office skills include proficiency with computers, internet especially data entry using MS Excel and MS Word.

**SPECIFIC SKILLS REQUIRED:**

Teamwork skills  
Oral and written communication skills  
Computer skills  
Organizational skills  
Analytical and decision making ability

**PHYSICAL REQUIREMENTS**

Lift and move up to 30 pounds  
Physically able to safely maneuver weight distribution for event set ups  
Stand, walk, bend, stoop, and sit frequently  
Kneel occasionally

**NATURE OF SUPERVISION RECEIVED:**

Daily activities are many times performed independently with accessible guidance and direction from the main office in Sacramento. This person must be able to function both independently and in a team (volunteers) environment working towards attainment of operational goals.

**SUPERVISION EXERCISED:**

This position will supervise one staff as well as other interns or volunteers as the need presents.

**RESPONSIBILITIES FOR BUSINESS CONTACTS:**

This position requires daily contact with outside contacts, advisory board members, clients, and all levels of staff. The Development and Community Relations Officer is responsible for promoting agency image and adhering to agency practices and procedures, while establishing and maintaining good working relationships with all individuals with whom he/she interacts. Tact, discretion, and resourcefulness are required at all times.

**FINANCIAL RESPONSIBILITY:**

Minimal, however, errors in monetary donations for accounting purposes can have major impact.

**NUMBER OF EMPLOYEES**

1 – Development Associate

**This job description does not constitute a written or implied contract and may be changed as business needs arise.**

Indicate anything that would keep you from meeting the job duties as outlined above.

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Employee Signature\_\_\_\_\_ Date Signed:\_\_\_\_\_