



## **POSITION DESCRIPTION**

Position: Regional Development Officer (Reno)

Program: Development and Community Relations  
Reports to: Vice President/Chief Development Officer

Status: Exempt  
Date Prepared: 03/2017

## **POSITION SUMMARY:**

The Regional Development Officer is responsible for the implementation of strategies and initiatives designed to engage individuals, corporations, and foundations in support of Volunteers of America Northern California & Northern Nevada (VOA-NCNN). The position will oversee all aspects of fund development in the Reno including donor cultivation, donor solicitation, and donor stewardship. Work is performed in a cost effective and service oriented manner as it relates to established organizational standards.

## **OBJECTIVES/ACTIVITIES:**

1. Manage a portfolio of 50 - 75 major gift prospects in the Reno area.
2. Make 100 face to face donor cultivation, solicitation, and stewardship visits each year.
3. Manage a portfolio of 50 - 75 mid-level donors.
4. Participate in and drive all aspects of the gift cycle for major and mid-level donors:
  - o Initiate contacts with potential prospects
  - o Develop appropriate cultivation strategies for major and mid-level donors
  - o Move potential donors in an appropriate and timely fashion toward solicitation and close
  - o Make solicitations when appropriate
5. Provide oversight to direct mail donors in Reno, focusing on multi-year donors who have the potential to move from direct mail to the mid-level donor pool.
6. Create, implement and manage a stewardship plan for all individual, corporate, and foundation donors in Reno. Develop individual cultivation and stewardship plans for each Tier I (major gift) donor in the portfolio.
7. Work collaboratively with the Senior Development Officer - Corporations and Foundations to cultivate relationships with key corporate and foundation representatives.
8. Manage annual fundraising breakfast – including recruiting Table Captains, Table Captain Events, Breakfast and Thank You events
9. Manage employee giving campaign
10. Track and report progress, recording all donor contacts and visits in the VOA-NCNN donor data management system on a timely basis.
11. Manage systems and software to track and cultivated donors and prospects in Reno
12. Work with the Vice President and Chief Development Officer to set personal goals and goals for Reno.
13. Conduct speaking engagements and tours on behalf of Volunteers of America.
14. Oversee all communication with local stakeholders including newsletters, social media, etc.
15. Recruit and manage volunteer development committee to assist in fundraising and cultivation events.

**EQUIVALENT EDUCATION AND EXPERIENCE:**

A Bachelor's degree is required. Must have five years' experience or more in direct fundraising, with a proven track record of building donor relationships and closing gifts of \$10,000 or more. Certified Fund Raising Professional Executive (CFRE) certification desired. Supervision experience desired. Experience with human services nonprofits desired. Must have a strong desire to work for an organization dealing with issues unique to homelessness, substance abuse, and mental health.

**SPECIFIC SKILLS REQUIRED:**

Ability to develop and cultivate relationships  
Excellent oral and written communications  
Strong interpersonal skills  
Ability to multi-task  
Ability to meet goals and deadlines  
Experience with data entry on donor data systems  
Experience with Microsoft suite of products  
Teamwork skills  
Demonstrated leadership 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 needed.

**RESPONSIBILITIES FOR BUSINESS CONTACTS:**

This position requires daily contact with outside contacts, advisory board members, clients, and all levels of staff. The Regional Development 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: \_\_\_\_\_