



**Job Title:** Development Officer

**Overtime Status:** Exempt  Full Time  Part Time

**Class:**  Sedentary  Light  Medium  Heavy  Very Heavy

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**REQUIREMENTS:**

- A. **Education Level:** Bachelor's degree required
- B. **Certification:** CFRE or CFRM a plus
- C. **Experience Desired:** 5 or more years' experience in annual fund, major and planned gift fundraising, proven success in increasing charitable contributions to a non-profit organization, experience with Raiser's Edge software or other donor database product, marketing, communications or proposal writing preferred. Thorough knowledge of Microsoft Office products, email and internet skills.
- D. **Other Requirements:** Excellent verbal and written communication skills, proficiency in working with technology for fundraising success, demonstrated ability to build strong relationships with potential and existing donors. Regular, dependable attendance is an essential function of this position.

**REPORTS TO:** President

**RECEIVES GUIDANCE FROM:** Fund Development Committee

**SUPERVISES:** n/a

**ESSENTIAL FUNCTIONS:**

*NOTE: This is a generalized job description. Specific duties and responsibilities may vary. Applicants should be made aware of the specific functions of the position prior to employment.*

1. In partnership with the President and Fund Development Committee, help implement the overall fundraising activities including annual, major and planned giving strategies
2. Successfully cultivate and steward a portfolio of current and potential donors.
3. Participates as an active member of the Fund Development Team
4. Other duties include but are not limited to:
  - Participate in community activities that relate to public education.
  - Represent FLPS at community meetings and projects.
  - Learn new ideas and practices and share ideas with team.
  - Attend board and fund development committee meetings
  - Volunteer 8 hours/year in the LPS system.

**WORKING CONDITIONS:**

Work primarily in a climate controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, occasional lifting (overhead, waist level) from floor, bending, frequent near vision use for reading and computer use. Some evening and weekend work is required.