



of Greater Indianapolis

## Development Officer

### Position Description

The mission of Girls Inc. of Greater Indianapolis is to inspire all girls to be strong, smart, and bold. We empower girls to be confident in themselves, prepared for their futures, and ready to take their places in the world. The Girls Inc. of Greater Indianapolis team is seeking a dynamic Development Officer to serve on the Development team.

The Development Officer is responsible for securing financial support from donors in support of the Girls Inc. Indy's annual operating budget. The Development Officer manages the daily operations of the Development department, including implementing a robust development plan. The officer is responsible for managing a successful annual giving program, which includes cultivating, stewarding, and soliciting gifts and support from individuals, corporations, and foundations. As a member of the leadership team, the Development Officer must operate with the highest level of passion for the mission, integrity, and professionalism.

Supervisor: Vice-President

Supervisees: Development Coordinator

Exempt

Full-time

Seasonal

Non-Exempt

Part-time

### Major Areas of Responsibilities

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

#### Fund Development

- Maintains a comprehensive portfolio of individual, corporate, and foundation donors.
- Assists the Vice President in building the development goals and strategies, and actively implements the strategies within the department.
- Oversees the identification, research, cultivation, communication, solicitation, acknowledgment, and stewardship of individual, corporate, foundation, and other institutional funders donors at all levels to achieve fundraising goals.
- Works collaboratively with development colleagues to create and implement a coordinated plan to move qualified donors to the leadership giving levels.
- Identifies, expands, and supervises grant, foundation, and corporate opportunities.
- In congress with the Vice President, actively identifies donor prospects for the President & CEO level. Participates in and plan for funder visits and conversations with the President & CEO, keeping her and the Board apprised of all relevant fund development accomplishments and opportunities.
- Actively works with the Development Committee and the Board on fundraising goals and initiatives.
- In congress with Donor Relations Manager, prepares reports that demonstrate key development department metrics and tracking on financial goals.
- Assists annually with the preparation of the budgetary requirements and income projections for the fiscal year.
- On occasion, collaborates with colleagues in the planning and coordination of special events, targeted campaigns, and development communication pieces.
- Utilizes an on-line donor database to communicate with supporters effectively and efficiently.

Inspiring all girls to be strong, smart, and bold

- Ensures prospect and donor data is submitted appropriately in an on-line donor database. Ensures that critical information is available and communicated to appropriate individuals in a timely and professional manner. Ensures that all donor information is maintained confidentially.
- Ensures maintenance and continuous improvement of Development Department systems (departmental process improvement, grant timelines, summaries, files, etc.).
- Continues personal professional growth through participation in communication organizations and philanthropic associations.

#### **Department and Agency Leadership**

- Serves as a vital member of the management team by staying abreast of agency-wide issues and contributing to the development and achievement of the agency's long-term vision, positive culture, and strategic operating plans.
- Develops an effective relationship with the Girls Inc. Board, responding to information requests in a timely manner. Participates in Development Committee and Task Force meetings as needed.
- Collaborates with Program staff to understand their objectives and integrate those objectives in Development strategies and functions.

#### **Additional Responsibilities**

- Performs other duties as assigned by the Vice President.

### **Required Knowledge, Skills & Abilities**

#### **Critical and Demonstrable Skills**

- Strategic thinking and ability to develop an effective long-term strategy and vision. Ability to inspire and engage others around a shared vision and strategy.
- Donor relationship-building and solicitation skills; able to develop new, retain existing, and deepen the engagement of donors/funders and volunteers.
- Demonstrated ability to solicit funding at all levels – especially high-level individual and foundation gifts (five to six figure).
- Effective analytical, problem solving, and decision-making skills (can gather and analyze data and information, track trends, and draw conclusions).
- High detail orientation and accuracy.
- Effective listening, verbal, written, and interpersonal skills.
- Proactive in anticipating and alerting others to problems with projects or processes.
- Takes initiative and needs little supervision and a willingness to engage in self-learning. Self-starter.
- Able to work well in a team environment.

### **Education & Experience**

- Bachelor's degree: CFRE and/or Master's degree preferred.
- Three years of proven experience in institutional advancement, or not-for-profit fundraising experience, including demonstrated personal solicitation experience.
- Intermediate knowledge of technology equipment and applications is required.
- Experience with Bloomerang donor software is preferred.

**Interested candidates should submit a cover letter and resume to [careers@girlsincindy.org](mailto:careers@girlsincindy.org) with the subject line of Development Officer.**