



Fund Development Officer Job Description

This position is responsible for working with the President & CEO, Board of Directors and Resource Development Committee for planning and coordinating all aspects of fund development for Vermont Slauson Economic Development Corporation. Provide leadership on all fundraising initiatives including special events, major gifts, planned giving, sponsorships, donor cultivation and grant writing. Identify, organize and manage the fund raising activities of VSEDC with a focus on new opportunities to obtain ongoing and increased support from corporations, public and private organizations, faith communities, and individuals.

Primary Roles & Responsibilities:

Fund Raising

- Establish short and long-range goals for unrestricted funding sources. Strategize and orchestrate methods of approach to institutional donors, research public and private grant sources (agencies, corporations and foundations) to identify sources of restricted and unrestricted funding. Works with program staff to develop funding related projects. Organize solicitation drives for ongoing pledge support from individuals, corporations and foundations.

Grant Writing

- Solicits and writes proposals and reports for federal, state, city government RFP's as well as private foundation and corporation RFP's.

Major Gift/Donor Support

- Produce major donor, board and special category solicitation/support materials with the intent to retain or upgrade gifts when possible. Cultivate donors by producing specialized correspondence, preparing letters of acknowledgement, scheduling and attending in-person visits.

Database and Records Management

- Supervise and coordinate activities of staff engaged in maintaining donor data base and paper records of contributors and grants. Maintain security and quality controls. Generate queries, reports, exports and any other collection data as needed.

Communications & Public Relations

- Assist in the development and public affairs matters, particularly the creation of various communications such as the annual report, general boilerplate, general PowerPoint presentations, government relations, executive correspondence and speeches. Assist in the production of general content for website.

Unrestricted Income Financial Reporting

- Maintain accurate accounting of all unrestricted income and its sources, interface with finance division to fulfill information requests and maintain reporting accuracy.

Ideal Experience/Qualifications:

- A minimum of 5 years of nonprofit fundraising/development experience, preferably with significant foundation and high donor fundraising experience.
- Strong written and verbal communication skills.
- Proven track record of achieving revenue targets and/or quota of over \$2M annually.
- Excellent research, organizational and communication skills with demonstrated ability to write clearly and persuasively.
- Experience and comfort working with senior level staff and board of directors.
- High energy, positive, “can-do” attitude, flexibility, teamwork, and attention to detail; high degree of initiative.
- Demonstrate ability to think strategically and thorough understanding of strategic development.
- Demonstrate ability to prospect, cultivate, and manage new accounts.
- Strong partnership-building and event planning skills.
- Thorough understanding of all components of a diversified funding base.
- Ability to develop and manage budgets and prepare financial reports.
- Strong computer skills and proficient in Mail Chimp, Word Press and Microsoft office programs.
- Bachelor’s degree and/or equivalent prior experience.