

Future Foundation

Job Title: Development Officer
Reports to: Chief Executive Officer

JOB SUMMARY

Under the general supervision of the Chief Executive Officer, the Development Officer is responsible for creating, implementing, and evaluating an annual development plan designed to obtain philanthropic support to achieve Future Foundation's organizational and financial goals. In this position, the Development Officer supports the fundraising efforts of the Chief Executive Officer, Board, and Advisory Council by preparing them for cultivation, solicitation, and/or stewardship calls and maintains a manageable portfolio of his/her own. The Development Officer works collaboratively with the Chief Executive Officer, Board, Advisory Council, and key staff to plan and execute fundraising strategies and to monitor progress against set goals.

DUTIES AND RESPONSIBILITIES

General

- Actively promote Future Foundation's mission, services, programs, and events in the community.
- Maintain a polished professional demeanor, excellent interpersonal skills in dealing with all staff, Board members, Advisory Council, organization clients, private corporations, and/or public offices.
- Other projects as assigned.

Fundraising Activities

- In conjunction with Chief Executive Officer, Board, Advisory Council, and staff leadership, develop and implement a comprehensive fundraising plan for Future Foundation with both short- and long-term goals.
- Maintain an annual fundraising calendar to include deadlines for submission as well as stewardship reporting.
- Draft and submit grant applications and foundation appeals as well as outcome reports as required by the donor.
- Collaborate with key staff to coordinate and oversee the implementation of special events and other fundraising efforts.
- Establish and maintain effective relationships with foundation, corporate, and individual donors and personally solicit gifts as needed.
- Oversee the effective use and maintenance of Future Foundation's database.
- Research and analyze data to identify and prioritize Future Foundation's major gift prospects, including development of cultivation and solicitation strategies.
- Coordinate efforts of the Chief Executive Officer, key staff, Board, and Advisory Council to research and identify major corporate, foundation, and individual donors and oversee and participate in preparation of proposals.
- Develop and oversee the donor benefit program and the donor recognition plan, including event publications and donor appreciation opportunities.
- Oversee the receipt and acknowledgement of donations, collection of pledges, ensuring that donor restrictions and specifications are honored, communicating with donors and the public, and maintaining donor records.

Budget & Financial Goals

- Oversee the annual fundraising budget including providing periodic reports for the Chief Executive Officer, Board, and Advisory Council with an analysis of all fundraising activities.

Board Support

- Organize and train board members and volunteers in the solicitation of charitable gifts to Future Foundation and provide them with guidance, support, and required materials.
- Assist Chief Executive Officer in the solicitation of Board members.

Communications

- Oversee the organization's communications efforts.
- Coordinate communication efforts across Future Foundation staff and ensure all communications from the organization are consistent.
- Manage Future Foundation's social media profiles and presence, including Facebook, Twitter, LinkedIn, and additional channels that may be deemed relevant.

QUALIFICATIONS

Education:

- Bachelor's degree from an accredited college or university required.

Experience:

- Minimum of three years job specific/work related experience in nonprofit fundraising.
- Annual campaign experience required, including direct experience with donor stewardship, cultivation, and solicitation.
- Experience with database administration and spreadsheet software, including managing and tracking data.
- Knowledge of current trends in fundraising and data management a plus.

Skills:

- Must possess strong oral and written communication skills.
- Ability to establish and maintain effective working relationships with colleagues, board members, and volunteers.
- Personal, approachable, and warm personality.

Physical and Mental Requirements:

- Enthusiastic and motivated to further Future Foundation's mission and vision.
- Must be detail-oriented, have good analytical abilities, high energy level, and be comfortable performing multi-faceted projects in conjunction with day-to-day activities.
- Ability to get along with diverse personalities, while displaying tact, maturity, and flexibility.

Environment and Work Conditions:

- Maintain oral and written contact with the Chief Executive Officer, Board, Advisory Council, staff peers, and volunteers for the purpose of exchanging information, providing progress reports regarding activities and programs, and coordinating activities.
- Maintains confidentiality internally and externally as it relates to donor relations.
- Occasional weekend and evening work to support fundraising and marketing activities.

Future Foundation is a nonprofit organization that provides support to the underserved youth in Southwest Atlanta's Tri-Cities area of East Point, College Park, and Hapeville. We call ourselves the Future Foundation because we encourage kids to dream about, invest in, and prepare for their futures. We focus on five critical interdependent areas of young people's lives—relationships, health, life skills, academics, and family—and provide related resources for their families, as well, so that both generations can make progress together. We introduce our participants to options and opportunities that will help them become self-sufficient adults, providing everything from test preparation and career exploration, to financial literacy and nutrition and wellness.

Everything we do is with the goal of keeping students in school, seeing them through to graduation, and readying them for their next steps of college or career. We offer programs to help parents build stronger families and encourage community members to invest in our youths' future. In this way, we build a foundation for a better future for all of us. Visit future-foundation.com to learn more.

This is a full-time position. Salary is commensurate with experience and qualifications.

To submit an application for this position, log onto www.ourfundraisingsearch.com and submit your resume and cover letter. If you have application questions, please email them to ourfundraisingsearch@gmail.com.