



DEVELOPMENT OFFICER

JOB DESCRIPTION

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The Development Officer works under direct supervision of the Executive Director and in collaboration with Executive Assistant, Fiscal Director, and Board Development Committee. As the ambassador of the agency's social media platforms and foundation grants, the energetic individual will be responsible for fund development and marketing, including but not limited to: direct donor development and management of donor database and email lists, direct mail appeals, event management/silent auctions with corporate sponsorships, and volunteer management. Also, responsible for writing and formatting agency marketing collateral including quarterly newsletter, e-newsletters, website, and Facebook page.

WHO WE ARE

Looking to make a difference? Our mission at Interim is to provide services and affordable housing to supporting members of our community with mental illness by building productive and satisfying lives in a world in which people with mental illness are able to live, work, learn and participate fully in the community. Join our team and instill hope in the community.

WHAT WE OFFER

An exceptional benefit package including; Medical/Dental/Vision/403(b) Retirement and Life Insurance; Competitive vacation and holiday pay.

HOW TO APPLY

To learn more about Interim and to apply for this position, please go to our website at <http://www.interiminc.org/employment/>.

SALARY

Competitive Compensation; Nonexempt; 40 hours/week; Eligible for Overtime.

REPORTS TO

Executive Director.

QUALIFICATIONS

Minimum 2 years' experience in direct donor solicitation, and/ or non-profit marketing; BA or BS in communications/marketing, development, health administration or related field; or BA in unrelated field with two Plus years' experience; Excellent written/oral English communication skills, excellent interpersonal skills and ability to lead as well as function as a team member; Excellent skills with Microsoft Office Suite; Proven ability to manage a workload with multiple, often competing priorities; Skills in development of various types of printed, electronic and social media. **Desirable:** Master's degree in related field or certification from a recognized development program; Experience with event management; Familiarity with donor software (Telosa Exceed or Raiser's Edge), Constant Contact, InDesign, WordPress/HTML, and photo editing a plus; Planned Giving and Capital Campaign experience; Familiarity with issues related to mental illness, mental health funding, public policy mental health system and recovery oriented philosophy.

Valid California driver's license; auto in safe operating condition; auto liability insurance; good driving record; criminal record clearance; proof of authorization to work in the United States as required by Immigration and Reform Act of 1986. Ability to work independently with minimal supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the supervision of the Executive Director, the Development Officer will assist with the following duties:

- 1) Assist the Development Committee in the implementation of an integrated and diversified fund development/ marketing program.
- 2) Develop and expand agency discretionary, non-government resources, including cultivation of individual donors, major gifts and planned giving, annual campaigns, capital campaigns and direct mail appeals.
- 3) Design, implement and maintain a prospect donor research system.

- 4) Manage all aspects of direct donor fundraising and outreach (leading projects or supporting others), including developing and maintaining a prospect donor research system, solicitation of individual donors and stewardship of gifts and grants (including acknowledgement, monitoring, accounting, and reporting), preparing written proposals, and ensuring appropriate and timely follow-up to meet fundraising goals.
- 5) Research private family foundation and corporate grants, to identify sources of funding in support of Agency operations and strategic direction.
- 6) Organize and manage all aspects of special events and major fundraisers including volunteer committee development, venue/menu selection, program design, and solicitation of sponsors and silent auction items; may include evening and weekend events.
- 7) Coordinate special fundraising and friend-raising and agency promotional/ informational events, to include silent auctions and corporate sponsorships.
- 8) Ensure that records and reports of all major donor, corporate, and foundation contacts, as well as private and other fundraising activities, are in order and in compliance with all local, state, and federal statutes regarding fundraising, activities, and accountability.
- 9) Implement the public relations, marketing, presentation and outreach functions for Interim to promote the agency's mission and program outcomes and to support mental health education in the community including but not limited to brochures, newsletters, and web materials and work with various media.
- 10) Work collaboratively with Interim staff and marketing consultant to develop program marketing materials and promote program outcomes.
- 11) Work with local media to promote special events and educational campaigns
- 12) Develop presentations (PowerPoint) and print materials for meetings, reports and community events to support mental health education in the community. This involves continuously improving mission-oriented marketing and crafting program and event-specific messages for events, agency businesses and mental health education.
- 13) Research and compose grants to private foundations, service clubs, organizations. Assist with production of governmental grants.
- 14) Recruit, train and supervise volunteers and interns to assist with functions of the development office.
- 15) Coordinate with Executive Director and Fiscal Director in financial planning.
- 16) Provide staff support to the Development Committee.
- 17) Interface/works with grant writer and marketing consultant to assist in various projects.
- 18) Other duties as assigned.

PHYSICAL REQUIREMENTS

Ability to: operate a motor vehicle; climb stairs; possess good communication skills; meet the requirements of the classification and have mobility, vision, hearing and dexterity levels appropriate to the duties to be performed. Capable of the following extended activities: standing, sitting, climbing stairs. Capable of the following intermittent activities: lifting 25 pounds or more and bending in the performance of infrequently performed office duties.

This job description is intended to have an accurate reflection of the qualifications and job duties; current management reserves the right to revise the job at any given time when circumstances change. This job description replaces all previous description for this position.

Interim, Inc. is an equal opportunity employer.

Interim Inc. is guided by the precept that in no aspect of its programs, services or employment practices shall discrimination be permitted because of race, color, national origin, gender, age, creed, religion, physical or mental disability, marital status, medical condition, pregnancy, childbirth, or related medical condition, citizen status, veteran status, military status, sexual orientation, gender identity, or other characteristic protected by state or federal law. To comply with the Americans with Disabilities Act and other applicable laws ensuring equal employment opportunities to qualified individuals with a disability, reasonable accommodations are made for the known physical or mental limitations of an otherwise qualified individual with a disability, unless hardship, direct threat to health or safety, or other job-related consideration exists. Individual who feel that they have been unlawfully discriminated against because of membership in one of the protected classes should contact the following: Director of Human Resources, Interim, Inc., PO Box 3222, Monterey, CA 93942. (831) 649-4522.