

# JOB POSTING

**The Florida United Methodist Children's Home  
is currently seeking applicants for the following position.**

## **Development Officer**

**We are a faith-based organization, creating an atmosphere which enables children and families with special needs to experience God's love and care as presented in the life and ministry of Jesus Christ.**

### **SUMMARY**

The Development Officer is under the supervision of the Vice President of Development. This person will serve as the principle fundraiser in the Central Florida region. The primary responsibility in this position is for a portfolio of anticipated and current donors. The Development Officer will promote the agency's annual, major, and planned giving programs, as well as provide leadership and coordination with regard to the solicitation, cultivation and stewardship of those anticipated and current donors.

### **EDUCATION AND EXPERIENCE**

- Bachelor's Degree from an accredited college or university
- Preference given to CFRE, CAP, CFP, or ChFC
- A minimum of three (3) years experience in the field of fundraising or consultative selling

### **QUALIFICATIONS**

- Exceptional interpersonal skills and the ability to interact effectively with agency leadership, donors, prospects, and a variety of volunteers
- Knowledge of basic fundraising principles strategies, processes, and available resources.
- Ability to gather data, analyze information, prepare reports
- Ability to make evaluative judgments
- Records maintenance skills
- Advanced verbal and written communication skills and the ability to present effectively to small and large groups
- Ability to persuade and influence others
- Ability to assess and interpret the needs and wishes of donors and donor prospects and to translate these into effective action plans
- Must be computer literate and familiar with standard Microsoft Office applications and Blackbaud's Raiser's Edge or similar contact data management system

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Provides active leadership in the identification, solicitation, cultivation, and stewardship of anticipated and current major and individual donors
- Provides leadership with respect to communication and the integration of fund development strategies and activities
- Reviews prospect research and develops prospecting strategies, matching prospects to agency programs
- Writes complex documents such as solicitation proposals, grant applications, case statements, technical reports, press releases, and communication materials
- Maintains database files and records including those used to track contributions and maintain accurate mailing lists

### **SECONDARY DUTIES AND RESPONSIBILITIES**

- Assists in designing short and long-range strategic planning activities to achieve fund raising goals
- Represents the Children's Home at church, business and community meetings
- Conducts tours and/or gives presentations
- Establishes and maintains effective working relationships with other development colleagues and the Development Office.

### **SUPERVISORY RESPONSIBILITIES**

None

All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

Equal Opportunity Employer, Drug Free Workplace.

To apply: e-mail resume to [jobs@fumch.org](mailto:jobs@fumch.org), or Fax to (386) 668-3363, Attn: Human Resources.

**If you know of anyone interested in the above position, please tell them to send a resume to  
[jobs@fumch.org](mailto:jobs@fumch.org), or fax it to (386) 668-3363, Attn: Human Resources**