

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. The Officer will take primary responsibility for a portfolio of anticipated and current donors in order to broaden support. The Officer will promote the agency's annual, major, and planned giving programs, as well as provide leadership and coordination with regard to the cultivation, solicitation, and stewardship of those anticipated and current donors, foundations, corporations and faith communities.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree from an accredited college or university
- Preference will be given to CFRE, CAP, CFP, or ChFC
- A minimum of five (5) years' experience in the field of fundraising

QUALIFICATIONS

- Exceptional interpersonal skills and the ability to interact effectively with agency leadership, donors, prospects, and a variety of volunteers
- Bilingual oral and written skills are preferred
- Knowledge of 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 prospective and current donors and to translate these into effective action plans utilizing moves management.
- Must be computer literate and familiar with standard Microsoft Office applications and Blackbaud's Raiser's Edge or similar contact data management system
- Must have the sensitivity to the service population's cultural and socioeconomic characteristics
- Ability to balance competing priorities, complex situations and tight deadlines
- Sound understanding of financial reports and budgeting is required
- Travel and occasional overnight travel required
- Ability to work additional hours to attend meetings, fundraising, and programmatic events.

PRIMARY DUTIES AND RESPONSIBILITIES

- Provide active leadership in the identification, cultivation, solicitation and stewardship of prospective, as well as current annual, major and planned donors utilizing moves management
- Work with the Vice President of Development in the development of goals and objectives for the annual development plan
- Work with the Vice President of Development in achieving the goals of the annual development plan.
- Provide leadership with respect to communication and the integration of fund development strategies and activities
- Maintain an active pool of 150 donors for the cultivation, solicitation and stewardship utilizing moves management for territory
- Maintain an active pool of 150 prospective donors and facilitate identification visits to determine if they are prospective annual, major, or planned gift donors, utilizing moves management for territory
- Conduct 200 prospect and donor visits per year
- Raise \$500,000 per year in new funds; including annual, major, and planned gifts
- Review prospect research and develops prospecting strategies, matching prospects to agency programs
- Develop innovative engagement opportunities in collaborate with Communications team in the development of annual and major gift marketing strategies, then facilitate the dissemination of materials and information to prospective donors
- Write solicitation proposals, case statements, technical reports, and communication materials

If you are interested in the above position, please submit a resume via email to jobs@fumch.org, or fax it to (386) 668-3363, Attn: Human Resources

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- Maintain database files and records including those used to record donor engagements, track contributions and maintain accurate mailing lists
- Maintain written reports in Raiser's Edge to record all communications utilizing moves management
- Facilitate tours at Enterprise and Madison Youth Ranch campuses, as appropriate
- Organize public relations and fundraising events for territory, as appropriate
- Cultivate relationships with community leaders, church partners, attorneys, trust officers, accountants, financial planners, etc. to form professional partnerships

SUPERVISORY RESPONSIBILITIES

This position has no supervisory responsibilities.

The Florida United Methodist Children's Home does not discriminate on the basis of race, color, creed, national origin, sex, religion, age, disability, veteran status, marital status, or any other status protected by law except where such protected category is a bona fide occupational qualification (BFOQ), to the extent that someone's needs can be addressed and cared for within the scope of program services with the financial resources of the agency. FUMCH makes services accessible and available for persons with communication challenges. Equal Opportunity Employer, Drug Free Workplace. All applicants must be able to pass a Federal background screen, drug screen, and driving screen.

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