

Development Officer

The Development Officer, in close conjunction with the Founder and President, is responsible for developing and implementing the development strategy for UI, managing and providing leadership in the area of fund raising and gift-in-kind giving. Additionally the Development Officer will plan, direct and coordinate all Development activities.

Reports To	Founder and President
Position Is	Salaried--Full Time
Supervisory Responsibility	Development Department personnel
Minimum Level of Spirituality	Solid, very mature Christian
Primary Skills	Fundraising strategy expertise. Proven leadership and management capabilities. Superior communication, presentation and relational skills. Demonstrated ability to write clearly and persuasively. Excellent planning and time management skills.
Attributes	Creative and strategic thinker. Self-directed and motivated with a "can do" attitude. Proven ability to work under pressure; flexible. Strong sense of personal accountability and follow-through. Servant's heart and attitude.
Passion For	Fundraising. The vision and mission of Urban Impact.
Experience and Education Required	Minimum Bachelor's degree. Experience in a non-profit and 5+ years in development in a professional position. Proven track record of achieving revenue targets of over \$2 million dollars annually. Strong proposal development experience. Management of personnel.

Responsibilities and Duties

1. Identifies, proposes and executes strategies for increasing funding opportunities in the following areas:
 - a. Annual Fund development.
 - b. Major Donor development.
 - c. Foundation & Corporate Giving programs.
 - d. Directs the usage of social media and relevant technologies to promote and market UI and its' mission.

- e. Represents UI in public forums with major donors, organizations, and foundations; communicates and promotes UI missions.
2. Coaches, and provides leadership for Development Team members:
 - a. Supervises the Special Events Manager, and related Development and Marketing staff.
 - b. Works with Development and ministry staff to ensure brand standards are met on all applicable documentation.
 - c. Plans and maintains a 12 month rolling calendar of activities for Development and Special Events.
 - d. Leads cross-functional work teams.
3. Researches and implements new fund raising opportunities:
 - a. Collaborates with Program Directors in developing new and creative funding.
 - b. Creates and develops new fund-raising events.
 - c. Researches and seeks out new grants.
 - d. Capital Campaigns, as required.
4. Engages in relational shepherding with constituents:
 - a. Develops, grows and cultivates UI's individual donor base.
 - b. Manages the annual giving campaign.
 - c. Cultivates major gifts:
 - Produces specialized correspondences.
 - Prepares letters of acknowledgment.
 - Schedules and attends in-person visits.
 - d. Applies the principles of "win, build, equip, multiply, and send" to recruit, develop, and retain the constituent support base.
5. Ensures and promotes compliance with all IRS regulations and ECFA policies:
 - a. Makes certain that UI is above reproach and that transparency is utilized.
 - b. Provides reporting and analysis to determine the effectiveness of UI Development activities.
6. Writes and directs the writing of all foundation grants:
 - a. Researches public and private grant sources fitting UI's mission and objectives.
 - b. Writes the core organizational information.
 - c. Acquires and computes statistics for grants:
 - Ensures compliance with grant requirements.
 - d. Employs and supervises consultants as approved.
 - e. Defines areas of information supplied by Program Directors and assists with writing of program information.
 - f. Works with Program Directors to define outcomes and objectives to be measured.

7. Leads and administers the support raising program for all support-raised staff including:
 - a. Ministry Associates.
 - b. Summer Day Camp hires and summer interns.
 - c. New self-supported positions.

8. As a member of the Business Management Team participates in the strategic planning process in conjunction with the president, board and staff.

This description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the essential job elements.

The Urban Impact Foundation is a strong, team-based organization. Therefore, the employee is sincerely encouraged to assist other lead coordinators and team members as the need arises or with areas that are of interest to the employee.

I have read the above job description and completely understand it, and I can perform the job.

Job Candidate's

Signature _____ Date _____

Supervisor's

Signature _____ Date _____