



## JOB DESCRIPTION

Job Title:	Development Officer
Location:	Colorado Springs
Department:	20 - Development
Reports to:	Director of Development
Supervises:	None
FLSA Status:	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt

### JOB SUMMARY

Under the supervision of the Director of Development, the **Development Officer** leads the coordination and implementation of the annual fundraising plan with focus on events management, marketing and communications, third party appeals, and stewardship of corporate partners. This position will work closely with the Director of Development, Executive Director, and the Board of Directors' Development Committee of The PLACE to accomplish the job duties listed below.

This position will ensure that interactions, interventions and environments at The PLACE are trauma informed and emphasize the physical and emotional safety of youth and staff.

### QUALIFICATIONS

- A Bachelor's degree from an accredited institution in Marketing, Advertising, Communications, Journalism or a related field and a minimum of two (2) years' experience in a similar position; or an equivalent combination of education and experience.
- Able to work independently and creatively and facilitate collaborative leadership.
- Strong familiarity and relationships in the Colorado Springs community.
- Innovative, flexible, and dedicated to the mission of The PLACE.
- A commitment to not-for-profit work and experience with high-risk youth.
- Exercise consistent discretion and independent, sound judgment in the performance of duties.
- Possess a collaborative leadership style.
- Able to maintain a high level of professionalism in all interactions with all constituents of The PLACE, both internally and externally.
- Strong verbal and written communication skills.
- Possess dependable transportation.
- Must be computer proficient and possess experience of Microsoft Office Suite (e.g. Outlook, Word, PowerPoint, and Excel).
- Experience with supervision of volunteers.
- Understanding of the provision of and commitment to trauma informed care and positive youth development

- Must be insurable as a driver on The PLACE's auto liability policy in order to conduct business on behalf of the agency and/or transport youth using a vehicle of The PLACE and an approved personal vehicle.
- Must pass both federal and state background checks
- Must pass pre-employment TB screening.

## **JOB DUTIES**

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*The job duties of this position are performed personally, in cooperation with your supervisor, and/or in coordination with other staff. Additional work functions and duties may be assigned.*

- Participate in creating the strategic development plan.
- Implement annual fundraising plan in coordination with development team.
- Manage and coordinate:
  - Fundraising events,
  - Third party campaigns,
  - Community education, and
  - Donor recognition.
- Development and execution of marketing plans to create and manage
  - Newsletters,
  - Brochures,
  - Direct mail,
  - Annual reports, and
  - Social media.
- Work closely with staff and volunteers to leverage community resources to include financial donations and gifts-in-kind.
- Maintain donor records in donor database for individuals, corporate, and civic/faith profile information and updates for database management and donor acknowledgements.
- Participate in team meetings as appropriate to coordinate development activities, stay updated on programs, and provide strategic input benefitting the mission.
- Assist with overall agency goals, and be focused on the agency's mission and vision.

### ***Supervision of Volunteers***

- Effectively supervises and manages development volunteers and provides, by example and leadership, motivation and direction with colleagues.
- Helps set the tone of the department to ensure morale, team work, and that the positive employment culture of the organization is maintained.
- Regularly participates in leadership/management, department, and staff 1:1 meetings to provide leadership, development, and a forum for communication to ensure coordination and collaboration in meeting organization and individual goals.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable state and federal employment laws.

## **PROFESSIONAL PERFORMANCE**

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- Adhere to all Personnel Policies and Procedures for the Agency.
  - Maintain professional standards of performance, demeanor, and appearance at all times; act as a "role model" both at and away from the Agency.

- Maintain a creative, team-building approach to job performance and seek to bring a constructive, problem solving orientation to all tasks.
- Performs all tasks and responsibilities with attention to detail and in a complete and timely manner, complying with agency policies and standards and conforming to the scheduling requirements of the job and program.
- Maintain an awareness of the agency's mission and work to promote the positive individual and social change goals it embodies.
- Exercise discretion and professional judgment at all times keeping with the responsibilities carried personally and by the agency for the care and welfare of the clients; act with honesty and integrity in all aspects of Agency business.
- Actively strive to upgrade professional skills through engaging in appropriate professional training and experience.
- Actively strive to create and maintain a culturally sensitive, trauma informed and appropriate environment through communication and interaction that demonstrates respect for diversity; while promoting the philosophy of trauma informed care in interactions with youth, staff and individuals both internally and externally.
- Support positive youth development and youth involvement in decision-making processes.

## PHYSICAL REQUIREMENTS

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- Employee frequently is required to sit. Employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and occasionally stoop, kneel, or crouch.
- Requires manual and finger dexterity and eye-hand coordination.
- Able to speak and write the English language in an understandable manner.
- Requires the ability to use department equipment, such as telephones, personal computers, adding machines, copiers, fax machines, etc. Position requires frequent use of computer and phone.
- Able to hear well enough to communicate with employees and others.
- Requires the ability to lift/carry up to 30 pounds using appropriate body mechanics.

## ACKNOWLEDGEMENT

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This job description is intended to describe the general nature and level of work performed. It is not intended to be a complete list of all responsibilities, duties and skills required of employees performing this job. Furthermore, this job description does not establish a contract of employment. The Place may change job descriptions at any time, with or without notice as service needs require.

I have read and understand this job description.

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Employee Signature

Date