

# PULSE Development Officer

**Job Status:** Full time, Salaried, Exempt  
**Reports to:** Director of Development

**Department:** Development  
**Updated:** March 2017

## **Primary Objective(s) of Position**

- Identify, cultivate and solicit support from individuals and foundations.
- Minister to the broader needs of the PULSE donor base with the goals of growing and deepening the level of awareness and understanding of the ministry, and growing funding through donations.

## **Core Competencies:**

- Bachelor's Degree with a preference for three to five years successful experience in fundraising, marketing and events management, or comparable experience.
- Excellent communication and interpersonal skills, including the ability to make presentations and ask for and receive gifts.
- Technical aptitude for donor management software, Microsoft Office, Mac programs, and multi-media software.
- A demonstrated record of attention to detail and completing assignments.
- Professional demeanor, approach and appearance that reflects a high level of professionalism.

## **Key Responsibilities & Objectives:**

### **Marketing Responsibilities**

- Partner with the Communications Team to expand the PULSE donor base through strategic marketing channels
- Gather insight into donors' motivations to give.
- Enhance the level of understanding of PULSE and its impact among the entire donor base.
- Initiate and oversee the design and production of development collateral for PULSE adhering to quality and brand standards.

### **Fundraising Event Responsibilities**

- Plan and orchestrate special events on behalf of PULSE.
- Ensure that PULSE special events meet predetermined objectives.

### **Donor Relations**

- Increase funding through small and mid-level donations to help meet PULSE budgets.
- Refer potential major gift donors and prospects to other development staff when appropriate.
- Maintain accurate and timely records of donor and prospect interactions and contact information.

### **Other Responsibilities**

- Meet and exceed performance objectives and goals as determined
- Assure high level of accuracy when providing information about the mission, accomplishments and needs of PULSE.
- Engage in personal and team development opportunities presented by PULSE Leadership.
- Draft fundraising-related correspondence and prepare applications.
- Follow all policies and procedures outlined in the PULSE employee manual.
- Provide a bi-weekly status report
- Perform any and all other duties as assigned by your supervisor.