

Development Officer, Annual Giving

Job Status: Full time exempt

Reports to: Director of Development

Department: Development

Salary Range: \$37,000 - \$45,000

The Development Officer, Annual Giving is an integral member of the PULSE Development team, working closely with new donors and will be responsible for all annual giving related activities. The focus will be on creating engaging ways for the next generation to have a deep and meaningful partnership with PULSE that will facilitate the ongoing funding support for annual programs.

Your Key Responsibilities in this role:

- Focus on new donors and prospects – you will identify new giving prospects, help build strategy and cultivation plans, and exemplify a culture of philanthropy at PULSE
- Follow up with all first time donors in the annual program
- Actively manage all responsibilities involved with third party church/community events
- Supports the direct mail program – including strategy and execution – to achieve the annual fundraising goal established each year for PULSE
- Develop, implement, and monitor specific annual giving programs that will achieve specific goals for donor renewal and acquisition programs, and work with the operations team to retrieve donor information required
- Execute the administrative development functions, including but not limited to donor database, departmental expense reports, record keeping, fundraising processes, etc.
- Enter and maintain donor information into Salesforce database system
- Assist and perform any and all other duties as assigned
- Travel is required both in-state and out-of-state; possession of a valid vehicle operator's license is required

Core Competencies:

- Associate degree from an accredited college or university
- Minimum of 2 years of professional fundraising experience, ideally in events, or education setting
- Demonstrated leadership and the ability to successfully manage multiple levels of contact as it relates to scheduling visits, developing cultivation and solicitation strategies, and stewarding relationships
- Exceptional interpersonal skills, with a genuine ability to listen to and identify the interest of donors
- Excellent written and oral communication skills
- Computer literate having a good working knowledge of word processing, spreadsheets, and database application, ideally with Salesforce

Other Responsibilities

- Meet and exceed performance objectives and goals as determined
- Engage in personal and team development opportunities presented by PULSE Leadership
- Follow all policies and procedures outlined in the PULSE employee manual
- Meet weekly with leadership to provide status report

Organizational Responsibilities:

- A follower of Jesus Christ and in agreement with the PULSE Statement of Faith, mission, and values
- Develop strong relationships and work in cooperation with other PULSE team members