

ST. MARTIN CENTER, INC.
Fundraising Officer
Job Description

Job Title: Fundraising Officer

Reports to: CEO

Supervises: no direct reports

Status: Full-Time, 37.5 hours per week

Compensation: \$40,000- \$50,000

The Fundraising Officer will be primarily responsible for soliciting and securing donations and major gifts from individual and corporate donors. The position works closely with the Advancement Coordinator.

Required Skills:

- Be an effective relationship builder
- Have superior analytic and organizational skills and the ability to maintain flexible schedule
- Excellent written communications including the ability to make the case for support
- Be detail oriented with excellent time management skills
- Experience with the client-donor databases preferred

Essential Functions:

- Solicit financial donations from individuals and corporate philanthropy
- Meet annual fundraising personal goals including monthly solicitation goals
- Develop and propose strategies for solicitation of major gifts as needed
- Establish, cultivate, and steward relationships with individual and corporate donors
- Maintain a portfolio of donors; coordinate regular touchpoints based on established stewardship plan
- Track donor relations, major gifts, and stewardship activities in the established database
- Manage a capital campaign process for the organization, if needed
- Perform any and other duties as assigned by the CEO

Qualifications:

1. A Bachelor's Degree from an accredited College or University
2. 4 or more years of experience in nonprofit development/fundraising

Other Requirements to perform essential functions:
(Codes used: "F" for frequently; "O" for occasionally)

Physical

- (F) Sit
- (F) Stand
- (F) Walk
- (F) Climb Stairs
- (O) Bend
- (O) Squat
- (O) Kneel
- (F) Handle objects (manual dexterity)
- (O) Reach above shoulder level
- (F) Use Fine Finger Movements (write/type, etc.)

Carry/lift loads of:

- (O) Light (up to 25 lbs.)
- (O) Moderate (25-50 lbs.)

Mental

- (F) Read/Comprehend
- (F) Perform Calculations
- (F) Communicate Orally
- (F) Reason and Analyze

I, _____ hereby certify that I am able to perform the essential functions of this position, with or without accommodation.

Signature _____ Date: _____