



Southern Caregiver Resource Center

Caring for those who care for others

JOB ANNOUNCEMENT DEVELOPMENT OFFICER

ORGANIZATION

Southern Caregiver Resource Center (SCRC) is a private, non-profit social services agency that has been offering free services to family caregivers of adults with chronic and disabling conditions since 1987. With a team of highly-qualified, professional staff, SCRC supports families through a full range of programs and services such as Specialized Information, Family Consultation/Case Management Services, Respite Care, Short-term Counseling, Legal/Financial Consultation, Education and Training, Support Groups, Employer Resources and evidence-based programs such as REACH2Caregivers/CALMA, Operation Family Caregiver, and SHARE.

POSITION DESCRIPTION

Development Officer is an exempt position and a member of the Senior Management Team. The position is responsible for developing and implementing a strategy for growing the base of individual donors, prospects, major gifts, business partners, sponsors, and planned and foundation giving to increase current and future revenue goals of the agency. The position reports to the Executive Director and works with agency leadership, volunteers and key staff on fundraising projects, collaborates with the agency's grant writer and serves as a liaison to agency partners, donors and community stakeholders. This position plays a vital role in ensuring the agency's continued success.

ESSENTIAL JOB FUNCTIONS

- Responsible for creation and implementation of the overall fundraising strategy of the agency, including developing successful ask strategies and effective major donor acquisition strategies
- Research, initiate and solicit potential major donors with a focus on increased funding in unrestricted major gifts
- Develop and maintain relationships with professional community to cultivate charitable gift referrals
- Establish performance measures, monitor results, and evaluate and prepare reports regarding fundraising accomplishments
- Ensures coordination of fundraising efforts throughout the agency

QUALIFICATIONS

- Bachelor's or advanced degree – Minimum of 5 years progressively responsible experience in non-profit fundraising, operations and management
- Demonstrated working knowledge of all areas of fundraising, with a particular emphasis on major gift acquisition
- Familiarity with San Diego's philanthropic community
- Proven record of delivering results and meeting goals
- Proven ability to develop and maintain strong relationships with donors and prospective donors
- Demonstrated strength in ability to inspire confidence and motivation, and to persuasively present and interpret the mission, goals and programs of the agency to prospective donors, in individual meetings and in front of groups
- Demonstrated ability to communicate effectively in writing to a variety of audiences, preparing proposals and reports

- Demonstrated ability to think strategically and creatively about engaging donors, and to develop plans of action and follow through
- Passionate, innovative self-starter, accountable for results, ability to take initiative, detail oriented, efficient, and able to balance and prioritize tasks and projects in a constant changing fast-paced setting
- Excellent oral, written, interpersonal, analytical and organization skills required
- Proven team player; ability to collaborate and engage all internal/external stakeholders
- Computer proficiency in MS Office (e.g. Word, Excel, PowerPoint) and database management
- Proof of a valid California driver's license, adequate automobile insurance coverage and vehicle for use on the job, or reliable transportation.

WORKING HOURS

Position works 40 hours per week, typically Monday through Friday, however occasional nights and weekends may be necessary.

COMPENSATION AND BENEFITS

Salary commensurate with experience. Full-time employees have access to excellent benefits including generous paid time off, sick time, and 11 paid holidays. Exceptional health, dental, vision, EAP, 403b retirement plan, and mileage reimbursement.

APPLICATION PROCESS

Submit resume to Kami Shevlin, Director of Administrative Services, at kshevlin@caregivercenter.org

While each department has their specific roles, our staff prides itself on working together to support the whole agency. Come be a part of a team where you can take pride in knowing that you are making a difference in our community and the people we serve!