

CHESTNUT HILL BENEVOLENT ASSOCIATION

JOB DESCRIPTION

DEPARTMENT: Development

POSITION TITLE: Development Officer

ORGANIZATIONAL RELATIONSHIPS: Reports to the Director of Development

SUMMARY: The Development Officer is responsible for supporting the Director of Development in fundraising and establishing productive relationships with donors. This position has contact with the Chief Executive Officer, department managers, donors, and advisors.

DETAILS OF DUTIES:

This position is primarily responsible for fundraising and expanding our Sustaining Circle, Legacy Circle, and Planned Giving programs. The Development Officer:

1. Achieves fundraising objectives through establishing relationships with assigned donors at the \$500-1,000+ giving capacity level.
2. Strengthens relationships through effective stewardship, including personal contacts and donor visits.
3. Manages and increases the Sustaining Circle program.
4. Identifies and cultivates donors who are likely to include the BA in their estate plans or planned giving.
5. Works with the Director of Development to identify priorities and strategies for the Sustaining Circle and Planned Giving program.
6. Prepares written communication for engaging prospects and donors.
7. Writes handwritten thank you notes and other correspondence to donors. Collaborates with Development team in drafting form thank you letters.
8. Works with BA program personnel to understand program goals and priorities.
9. Researches potential funding sources (individuals, foundations, etc.) and collects data needed to analyze gift potential and create solicitation strategies.
10. Consistently utilizes development office database to manage relationships with prospects and donors. Records all contacts, pertinent information, and any changes to an account.
11. Serves as a backup to the Development Associate, when needed.
12. Performs other duties as assigned.

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MINIMUM QUALIFICATIONS:

Required: Must be a class taught member of The Mother Church by an authorized teacher of Christian Science, and an active branch church member or a local member of The Mother Church. The Development Officer will have an understanding of and metaphysically support the purpose and mission of the Benevolent Association.

The successful candidate will also possess outstanding listening and communication skills (verbal and written), understand the ethics of dealing with information of a highly confidential nature and exhibit the utmost discretion when doing so, have a high level of independence and accountability, and be personally committed to the BA and the achievement of its goals and financial objectives. A minimum of 2-3 years of fundraising or sales/account management experience is preferred. Experience using computer applications to produce correspondence, reports, and tools for analysis and review is required. Proficiency with Microsoft Word, Excel, and Outlook required. Bachelor's Degree required.

Full-time position onsite.