

**Position Title:** Development Officer  
**Organization:** Rural Outreach Center (East Aurora, NY)  
**AFP WNY Post Date:** 09/26/2018

**Rural Outreach Center**  
**730 Olean Road**  
**East Aurora, NY 14052**  
**(716) 240-2220**  
[www.theroc.co](http://www.theroc.co)

### **Development Officer Position Description**

Rural Outreach Center (ROC) is a model program that most communities can only dream to have. Through a unique approach that teaches accountability and responsibility ROC offers the powerful gift of hope to families who have been suffering for generations through a path out of rural poverty to reclaiming their lives and achieving their full potential. The success of the program as a model approach to empowering individuals and families has resulted in rapid growth and expanded opportunities to meet client's needs. Through the endorsement and encouragement of local funding agencies and a dedicated board of directors, ROC is poised to embark on its first capital campaign to build a facility to centralize its services and endow its programs.

### **Summary**

Serves as a primary fundraiser for this mid-size non-profit organization. Responsible for developing a pipeline of donors to support and sustain the capital and programmatic needs of ROC. Carries out development activities including donor identification and cultivation, solicitation strategies, proposal writing, annual giving campaign and stewardship activities. Manages donor records and financial reporting. Works closely with senior staff, outside counsel and volunteers to facilitate solicitation activities in support of capital campaign. Establishes foundation for future organizational sustainability through a program of gift planning, corporate and foundation relations and annual fund strategies.

### **Duties and Responsibilities**

1. Identifies, cultivates, solicits, and stewards major donors and prospects including individuals, corporations, and foundations, through visits and other forms of direct personal contact.
2. Recruits, engages, and manages volunteers and provides them with leadership and direction in support of the cultivation and solicitation of major donors and prospects; coordinates volunteers' activities to ensure their integration into the unit's programs.
3. Manages ROC's donor data base to ensure effective recognition and outreach.
4. Identify prospects and creates strategies to match prospects' interests to the priorities of the ROC.
5. Prepare professional solicitations, grant proposals, case statements, reports, correspondence, and other development-related communication materials in support of the ROC's fund-raising activities.
6. Works with senior staff and program director to match program needs with fundraising prospects.
7. Works with capital campaign staff to ensure coordination of these development efforts.
8. Works within the ROC's communication plan to plan and conduct programs and activities to increase the visibility of the ROC.
9. Develops and manages budgets for fundraising activities.
10. May represent the ROC at business and community meetings.
11. Performs miscellaneous job-related duties as assigned.

### **Minimum Job Requirements**

- Bachelor's degree; at least 5 years of documented professional experience directly related to the duties and responsibilities specified.
- Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience.

### **Knowledge, Skills and Abilities Required**

- Demonstrated ability in securing major grants and gifts from individuals, corporations, foundations, and other private funding sources.
- Demonstrated ability in planning and implementing long- and short-range development initiatives in conjunction with strategic planning processes.
- Exceptional interpersonal skills and the ability to interact effectively with a broad range of constituencies.
- Demonstrated ability in recruiting and managing volunteers and engaging them effectively in supporting the ROC through fund-raising, consultation, and advocacy.
- Ability to conduct research, gather data, analyze information, and prepare effective, accurate, and timely reports and other documents to support development objectives.
- Database management skills.
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others.
- Demonstrated organizational skills and experience in managing events and other complex activities in support of development objectives.
- Ability to foster effective working relationships within a team environment.
- Skills in budget preparation and fiscal management.
- Community relations skills and the ability to communicate and work effectively within a diverse community.
- Program planning and leadership skills.
- Highly developed verbal and written communication skills and the ability to present effectively to small and large groups.

### **Working Conditions and Compensation**

- Salary commensurate with experience.
- Flexible hours and working off site possible.
- No or very limited physical effort required.
- Willingness and availability to travel occasionally and work extended hours if necessary.

**TO APPLY: Send cover letter and resume by email to: [frank.cerny@verizon.net](mailto:frank.cerny@verizon.net)**