



**JOB DESCRIPTION**

<b>JOB TITLE:</b> Development Officer	<b>FLSA:</b> Exempt
<b>Department:</b> Development and G.C. Foundation	<b>Date:</b> 10/04/2022
<b>Security Sensitive:</b> Yes	<b>Grade:</b> C42
<b>Reports To:</b> Director of Development and the Galveston College Foundation	

**Job Summary**

Under the direction of the Director of Development and the Galveston College Foundation, the Development Officer helps support internal and external fundraising activities.

**Essential Functions and Responsibilities**

- Under the direction of the Director of Development and the Galveston College Foundation, solicits major gifts from an assigned portfolio of major prospects and donors; solicits annual fund giving and assists with donor cultivation;
- Assists the Director with prospect research; reviews accumulated financial, philanthropic, and affinity data on individuals to assess a prospect’s giving capability, philanthropic tendencies, and works in collaboration with the Director to determine appropriate cultivation and solicitation strategies;
- Cultivates and solicits new donors of major gifts;
- Collaborates on initiating and growing philanthropy for a capital campaign, strategic priorities, scholarship funds, and other key fundraising initiatives;
- Cultivates relationships with assigned academic partners to achieve the mission, purposes, and goals of the College and the GC Foundation;
- Articulates and communicates the campaign fundraising priorities and gift opportunities as set by leadership for the College and the GC Foundation;
- Achieves agreed upon annual goals for face-to-face visits, proposals, and gift revenue;
- Under the direction of and in collaboration with the Director of Development and the Galveston College Foundation, develops and implements a comprehensive annual fund raising program designed to broaden the College's donor base and increase overall participation and financial support;
- Works with the Director of Development, the GC Foundation, and alumni to develop an alumni association and implement strategies, activities, and events to secure alumni donations and support;
- Works with the College’s Public Affairs Office and identified staff to coordinate a cohesive annual marketing effort to increase annual gifts and alumni involvement through GC's website, publications, social networking and events related to the Annual Giving and Alumni Relations;
- Works to maintain alumni and donor records, as appropriate;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors, other employees, donors and/or potential donors;

- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Performs other duties, as assigned.

**Minimum Education, Skills and Abilities**

- A bachelor’s degree in journalism, marketing, public relations, mass communications, or a closely related field and a minimum of three years of experience in marketing, fund raising, and/or planned giving;
- Experience in a college or university setting, non-profit service organization, or the private sector related to marketing, fund raising, and planned giving;
- Demonstrated written and verbal communications skills along with a proven ability to communicate complex and/or sensitive data;
- Excellent customer service skills and the ability to anticipate donor and customer needs and respond accordingly in a timely manner;
- Ability to work collaboratively to propose, develop and implement strategies for solicitation of major gifts;
- Strong computer and technical skills with proficiency with Microsoft Office Suite, as well as eTapestry, LexisNexis, iWave and/or other database management and research tools.

**Preferred Education, Skills, and Abilities**

- A master’s degree in journalism, marketing, public relations, mass communications, or a closely related field and a minimum of five years of experience in marketing, public relations, fund raising, and planned giving;
- CFRE certification;
- Experience in qualifying, cultivating, and closing major gifts with at least three years of professional fundraising experience in annual gifts and/or major gifts.

**Work Environment**

- Frequent time spent off-campus when promoting and/or soliciting gifts for the College and the Foundation by meeting with current and potential benefactors, cultivating / developing alumni relations, organizing / leading fundraising events, etc. Occasional nights / weekends and travel related to benefactor / alumni relation development;
- When on campus, work primarily, but not exclusively, in a climate controlled environment with minimal safety/health hazard potential or work hazards. The position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials weighing up to approximately 25 to 30 pounds. Work may require sitting, near vision use for reading and computer use, lifting, stooping, bending, stretching, walking, standing, pushing, pulling, reaching, and other physical exertion.

**Special Requirements**

- Subject to a criminal background check prior to employment.
- Ability to travel and work outside normal business hours, including some evenings and/or weekends;
- Ability to work under stress;
- Ability to travel and/or participate in meetings, conferences, and other related activities;

- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date