



## **Development Officer**

**Supervisor:** Executive Director

**Type:** Full-time, exempt

**Salary Range:** Based on Experience

### **POSITION DESCRIPTION:**

The Development Officer is a position for the Alabama African American Civil Rights Heritage Sites Consortium. This dynamic organization supports capacity building for historic civil rights sites in the iconic cities of Montgomery, Birmingham, and Selma as well as the Black Belt. The Development Officer will work with the Executive Director to expand the organization's fundraising and public relations program. As part of the Consortium team, the Development Officer will manage the organization's CRM platform, donor relations and correspondence, identify new funding opportunities, and develop, submit, and track all funding requests. Additionally, the Development Officer will oversee communications to support the Consortium development and fundraising strategic planning and execution.

The Development Officer will work directly with the Executive Director to develop the organization's fundraising strategies including individual donor-based expansion, corporate and organizational partnerships, grant development and fundraising events. This is a full-time position working a minimum of forty hours per week, some evenings and weekends required as well as all other development responsibilities needed.

A full-time, fundraising Development Officer will:

### **DUTIES AND RESPONSIBILITIES**

- 1. Develop Long-Term Relationships:** Unlike a contracted firm, a full-time Development Officer will cultivate lasting relationships with donors, foundations, and community stakeholders. Managing and developing our Customer Relations Management platform ("Bloomerang"), building trust and engagement, and establishing these connections is essential for fostering a supportive network for the Consortium.
- 2. Comprehensive knowledge of our mission:** The Development Officer will immerse themselves in the nuances of the Consortium's work in developing an understanding of our history, challenges and goals. This professional competence shall enable more compelling story telling of our mission and effective communication with potential funders and establishing these connections as an essential strategy for fostering a supportive network for the Consortium.
- 3. Consistent Outreach and Engagement:** Will advance strategic fundraising as a continuous, dynamic process that requires ongoing outreach and engagement with existing and prospective donors. The Development Officer will help ensure that the Consortium remains viable, visible and engaged throughout the year, rather than during sporadic fundraising campaigns.

4. **Tailored Fundraising Strategies:** The Development Officer must possess and/or develop a deep understanding of the Consortium's unique mission and the diverse needs of our member sites. The Development Officer will develop tailored fundraising strategies that align with our goals, target specific funding opportunities, and adapt to the changing philanthropic landscape.
5. **Increased Capacity for Grant Writing/Funder Relationship Management:** The Development Officer shall focus on researching, targeting, and applying for relevant grants increasing our chances for successful funding outcomes. The development officer will also support the executive director in strategically identifying conferences, meetings, events, and other engagement opportunities necessary for the initiation and cultivation of actual and potential funder relationships.
6. **Sustainability and Growth:** The Development Officer will directly impact Consortium's mission to preserve, protect and promote Alabama's Civil Rights Movement. As a full-time fundraiser, the Development Officer will develop a sustainable funding model that ensures the longevity of our programs and initiatives, allowing us to expand our reach and impact

#### DEVELOPMENT:

- Create and implement a development plan to meet short and long-term fundraising goals to support institutional strategy. Development plan will be fully integrated with funded Consortium capacity building programs and projects.
- Build and manage a portfolio of prospects and develop ongoing relationships with prospects and donors through cultivation, solicitation, and stewardship—in collaboration with the Board of Directors. Potential fundraising prospect research shall also be shared with Consortium sites receiving mini grant and expanded grant support.
- Develop the annual fundraising program, including direct mail, online communication, and an annual report. Fundraising planning shall be designed to continue mission advancement beyond the reach of currently funded programs.
- Manage foundation and grant timelines for proposals, grant submissions, and reporting.
- Assist in strategizing and implementing organizational and campaign events.
- Develop and execute plans for donor cultivation, acknowledgment, recognition, and stewardship.
- Maintain the development database with accurate gift and donor data.

#### MARKETING & COMMUNICATIONS

- Manage production of creative and engaging printed and virtual development material and fundraising appeals materials including brochures, publications, newsletters, e-blasts, and advertisements.
- Ensure all content is on-brand, consistent in terms of style, quality, and tone of voice; optimized for search and constituent experience for all channels.
- Employ best practices in grammar, messaging, writing, and style.

## **EDUCATION AND PROFESSIONAL SKILLS AND EXPERIENCE:**

- Bachelor's degree is required. Relevant Masters Degree or above preferred.
- A minimum of 5 years professional, non-profit fundraising experience
- Proficient in Microsoft Office (including Excel, Word, and PowerPoint), Adobe Acrobat and Zoom.
- Familiarity with Bloomerang, Canva, Mailchimp and Donor Perfect (or other donor management software).
- Strong interest in historic preservation, the Civil Rights Movement, and African American history.
- Membership in Association of Fundraising Professionals and/or CFRE accreditation desired but not required.

## **APPLICATION REQUIREMENTS**

Please submit a cover letter, resume, and a short sample of a solicitation or grant excerpt (one page) to [consortium@aaacrhsc.org](mailto:consortium@aaacrhsc.org).

For more information about the Alabama African American Civil Rights Heritage Sites Consortium, visit [www.aacrhsc.org](http://www.aacrhsc.org).

Employment contingent upon successful completion of a criminal background check.

## **BENEFITS**

PTO (paid time off) and Federal holidays, Health benefits (medical, dental, vision)

AAACRHSC is a 501(c)(3) non-profit organization and Equal Opportunity Employer. Employment is open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law.