



JOB DESCRIPTION: FAER DEVELOPMENT OFFICER

July 8, 2010

To apply for this position, please email a cover letter and resume to:

Ms. Sara Curtis
Subject Line: FAER Development Officer Search
Email: jobs@asahq.org

Position Summary:	<p>This position will develop and implement fundraising strategies and activities to carry forward the mission and vision of FAER. The Development Officer, directed by the Board of Directors and the President, will be responsible for developing and implementing FAER's dynamic strategic development plan. This individual will be personally responsible for cultivating and soliciting all types of gifts, and will lead FAER staff to ensure all aspects of FAER development activities are implemented and advancing the entire development plan.</p>
Position Responsibilities	<p>This position is not static and will be revised as the needs of FAER's business evolve.</p> <ul style="list-style-type: none">• Major Activity: Develop a strategic development plan that supports the overall strategic business plan and organizational goals/direction. Annually update the development plan through the creation, implementation and monitoring of all development activity.• Major Activity: Work closely with the president to identify, qualify, cultivate and solicit gifts in support of FAER activities.• Major Activity: Actively manage a list of 100 key development prospects in a moves-management format.• Major Activity: Provide general oversight of all of the organization's fund development activities, manage the day-to-day operations of the development function, and monitor adequacy of activities through coordination with staff, appropriate committees and the Board.• Major Activity: Expand current donor base, including all aspects of prospect identification, qualification, cultivation, solicitation and stewardship of all donor constituencies.• Major Activity: Keep informed of developments in philanthropy and fund development; inform the President, appropriate committees and the Board on current trends, issues, problems and activities to facilitate policy making.• Major Activity: Lead other staff in supporting development efforts and achieving fundraising goals.• Minor Activity: Adhere to the Donor Bill of Rights and accept responsibility for compliance with all relevant regulations and laws and accountability standards for donors.

Education and Training:	<ul style="list-style-type: none"> • Bachelor's Degree required. Master's degree preferred. • Certified Fund Raising Executive (CFRE) designation preferred.
Work Experience:	<ul style="list-style-type: none"> • 5 to 8 years of experience in nonprofit fund development with proven success in securing gifts and a demonstrated understanding of all aspects of a development effort. • Prior staff management experience required.
Core Competencies:	<ul style="list-style-type: none"> • Engaging management style that fosters enthusiasm, creativity and collaboration. • Self-motivated, self-directed, highly organized and capable of promoting a collegial and productive workplace. • Commitment to the mission and strong ethical conduct is essential. • Excellent oral and written communications skills, a broad-based knowledge of fund development and a proven ability to work as a key member of a team. • Must be an effective and positive team leader. • Proficient in the use of information technology and management of database systems. • Comfortable with ambiguity. • Must maintain a high degree of professionalism and possess the ability to inspire trust and confidence. • Enjoys relating to people. • Must be able to manage multiple activities at the same time. • Must be able to meet deadlines. • Must have high expectations for attention to detail—a commitment to error-free work is extremely important.
Physical Demands/Work Environment:	<p>When in the office will spend the majority of the workday sitting, computing, and talking. Required infrequent lifting in the 5 – 15 pounds range. Work may be frequently interrupted. The work environment consists of an office environment with light noise. Travel required. OSHA Category III: position whose tasks/duties will not put them at risk for exposure to blood and other potentially infectious materials, therefore, universal/standard precautions are not required.</p>