



## Crow Canyon Archaeological Center Job Description

<b>Position Title:</b>	<b>Development Officer I</b>
<b>Status:</b>	<b>Exempt</b>
<b>Employment Category:</b>	<b>Full-Time</b>
<b>Reports to:</b>	<b>Director of Development</b>
<b>Revised:</b>	<b>02/26/2019—kk, ee</b>

### **Position Summary:**

The Development Officer I is a key member of the development team, responsible for increasing fund-raising capacity and results through successful cultivation, solicitation, and stewardship of donors. Responsibilities include initiating first contacts with prospects and donors; travel regionally and nationally for donor visits, personal solicitations and event support, building a portfolio of Chairman's Council level donors (\$1,000+), and donor engagement. This position will assist the director of development with a variety of projects and activities designed to achieve the annual and strategic goals of the Center.

### **Education and/or Experience:**

Bachelor's degree and a minimum of three years' work experience in a non-profit organization or academic institution. Background in advancement, digital communications and social media is desired. An equivalent combination of education and experience will be considered.

### **Essential Duties and Responsibilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- In coordination with the director of development, create individual cultivation and solicitation strategies based on a moves-management process with a focus on moving donors to Chairman's Council level
- Make exploratory, cold calls to current and prospective supporters to obtain introductory appointments
- Identify, qualify, cultivate, solicit, close and steward prospects and donors using a variety of tactics, including travel
- Manage an assigned portfolio of prospects and donors that builds donor-centric relationships, promote opportunities for participation in programs, and increases engagement with the mission
- Complete thorough follow-up after each "fundamental" or "supplemental" contact, including thank-you notes and letters; add all appropriate information from contacts into Altru (Proposals, Actions, Notes) according to data-entry protocols
- Enthusiastically and persuasively represent and articulate Crow Canyon's mission, goals, and funding needs to a diverse audience
- Develop and staff custom archaeological experiences to introduce potential donors to Crow Canyon's mission and further engage current supporters
- Contribute to the overall success of the solicitor team as a collaborative, collegial, and supportive team member
- Participate as a supporting staff member on Crow Canyon's cultural explorations seminars

- Work in a collegial and collaborative manner with staff, Board members, and volunteers in cultivating relationships and securing gifts
- Serve as a liaison to one or more regional volunteers
- Participate in development department meetings and prospect-review meetings
- Manage donor communications and projects as assigned
- Respect and adhere to departmental processes, as well as the Donor Bill of Rights, to protect the confidentiality of donor information and database integrity

**Knowledge, Skills, and Abilities:**

- Must display maturity, diplomacy, and confidence; possess sophistication and social skills in dealing with a worldly clientele; and be able to relate easily to people of affluent circumstances and of all ages, personality types, and backgrounds
- Keen interest in institutional advancement, learning best practices in the field of fundraising, and becoming proficient in moves management, cultivation, solicitation, and closing gifts
- Ability to work well in a team-oriented, high-performing, metrics-driven, and results-oriented environment
- Must handle confidential information with discretion
- Ability to multi-task, prioritize, and function well under pressure
- Must possess a high level of energy, motivation, initiative, flexibility and a sense of humor
- Ability to work both independently and collaboratively to achieve common goals
- Must be highly organized, pay strong attention to detail, and have superior time-management skills
- Ability to develop proficiency in the use of donor database and customer relationship software for all tasks related to donors and prospects, including moves management planning, establishing ask amounts, recording contacts, etc
- Proficiency in Microsoft Office Suite (especially Word and Excel)
- Must demonstrate excellent listening, verbal, and written communication skills; develop a rapport with people, and have a gift for persuasion
- Must be able to effectively deal with adverse or challenging situations and exercise sound judgment, strong professional ethics, integrity, and discretion

**Physical Demands:**

The employee must be able to:

- Perform work utilizing a computer for extended periods of time
- Sit/stand for extended periods of time
- Hear and have visual acuity
- Lift and/or move up to 40 pounds repetitively
- Walk over uneven terrain and under extreme weather conditions including heat, rain and snow
- Travel 50 to 60 percent time, extending up to 10 days
- Work long days, weekends and evenings, as needed

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

**Certificates, Licenses, and/or Registrations:**

- Valid driver's license
- Background check upon hire
- Must be insurable by Crow Canyon's automobile liability carrier upon hire and while employed in this position
- Complete transportation-related training
- Current health statement

Note: This is a general description of the kinds of duties and responsibilities that are performed by employees who have this title. It shall in no way be construed as an all-inclusive determination of the specific duties and responsibilities of any particular position. It is not intended in any way to limit the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

I have received a copy of my job description. I understand and accept the responsibilities of this position.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date