

HEARTBEAT INTERNATIONAL
Job Description

TITLE: Development Officer
CLASSIFICATION: Exempt
DEPARTMENT: Mission Advancement
REPORTS TO: Vice President

SUMMARY:

Under the direction of the Vice President and the Director of Mission Advancement, assist with the design and orchestration of a major donor development program to grow philanthropic support to meet the needs of Heartbeat and represent and promote Heartbeat and its mission, reaching individuals, corporations, foundations, as well as churches and para-church organizations, where appropriate, in the US and overseas. Particular focus on potential donors and current donor relations within the Columbus area and the state of Ohio. These activities shall be consistent with Heartbeat International's pro-life mission and vision and Christian core operational values.

RESPONSIBILITIES:

Primary Responsibilities (Approximately 80% of Time)

1. Cultivate, solicit, and steward prospects and donors by phone, mail, in person (which will involve travel), through social media and other creative means. Analyze prospect information and donor information and giving history as a basis for promoting relationship building and soliciting increased financial support. Provide appropriate follow-up to grow relationships and continue to increase support and meet projected major gift goals. Share mission and Christian core operational values with donors and solicit/share prayer requests and prayers as appropriate.
2. Develop, grow, and maintain a major gift prospect list. Research appropriate resources (including individuals who support pro-life; organizations, corporations, and foundations willing to support pro-life causes; churches; and government leaders and officials) to glean prospective donor names and information.
3. In collaboration with the Vice President and Director of Mission Advancement, determine fundraising vehicles/activities/events and develop new endeavors--be creative.
4. Evaluate and report on the effectiveness of goals created for each assigned donor and personal major donor activities and events, and make adjustments and develop new goals as needed.
5. Consult with the President and Vice President concerning appointments for him/her to meet major donors and solicit major gifts as appropriate.
6. Promote additional giving vehicles including gifts-in-kind, endowments(s), and planned giving.
7. Work cooperatively with development staff and other Heartbeat staff to increase financial support for Heartbeat's mission, working as part of the team, especially on any current donor outreach such as donor web pages, donor newsletters, foundation grants, and events.

8. Maintain CRM database and other necessary records on major donors and prospects and guard confidentiality of donors and Heartbeat records. Keep database updated with detailed accomplishments, donor tracking, etc. Keep the Vice President and Director of Mission Advancement informed through reports and regular communication regarding major donors and gifts.
9. Make presentations at in-home meetings, churches, other gatherings, and possibly other Heartbeat events.

Secondary Responsibilities (Less than 20% of Time)

10. Work with other departments/staff cooperatively to oversee and execute the responsibilities of the position and keep staff updated.
11. Assist the Director of Mission Advancement in annual budget planning for the department.
12. Accept assignments not specifically delineated above as requested by the Vice President or the Director of Mission Advancement.

SUPERVISION (Received/Given)

Receive periodic supervision in form of general parameters. Make non-routine decisions involving analysis of situations based on parameters established and past related experience ensuring activities conform to Heartbeat International's Christian pro-life mission, vision, and core values. Plan and organize work to meet deadlines and Development Department needs.

QUALIFICATIONS:

1. College degree (preferably in related field such as marketing, business administration, fundraising, etc.) strongly preferred.
2. Three years of experience in non-profit development with major donor care and proven fundraising experience and success required. Experience in pro-life movement preferred. Development experience on national level preferred. Experience in sales or marketing also valuable.
3. Ability to orchestrate all aspects of major gift development.
4. Excellent oral and written communication skills
5. Dynamic human relation skills. Ability to work cooperatively--with a Christian servant heart--to inspire donors and potential donors to support Heartbeat International's mission and affiliates, in addition to willingness to accept direction from leadership and strive towards personal improvement.
6. Good administrative abilities, including independent and sound judgment, organization, planning, and idea generation and development. Ability to handle multiple responsibilities simultaneously.
7. Strong commitment to ethical fundraising practices.
8. Willingness to travel a minimum of 3 – 5 days each month.

9. A working knowledge of Microsoft Word, donor/CRM database, Excel, and Google calendaring strongly preferred.
10. A willingness and desire to serve donors and other Heartbeat constituencies, including other staff, in support of and to promote Heartbeat International's life-affirming ministry and God's plan for our sexuality.
11. Ability and willingness to demonstrate commitment to the Heartbeat International's mission, vision, and core operational values in the execution of position responsibilities.
12. A willingness to share the gospel of Jesus Christ by word and example, and through prayer, to encourage donors, staff, and others and to contribute to an office environment conducive to supporting Heartbeat International's ministry of life.