

Development Officer – Full Time

Benefits:

- **6 Federal Holidays Off!**
- **Paid Time Off**
- **Medical, Dental, Vision**
- **403b Retirement Benefit**
- **Tuition Reimbursement**

MAIN FUNCTION: Griffin Hospital Development Fund seeks a full-time development officer to lead and support fundraising campaigns and initiatives. Reporting to the executive director, this professional must have an established background in coordinating nonprofit donation strategies and staff/volunteer leadership. This role involves organizing fundraising initiatives, collaborating with different departments and staff of all levels, grant writing, and building relationships and outreaching to donors. The development officer will also assist our Events Coordinator with planning annual events such as the Gala, golf tournaments and 5k Run/Walk.

Our ideal candidate will have a bachelor's degree and a minimum of five years of nonprofit fund development experience. They should also be familiar with CRM nonprofit software, donor databases and other fundraising technology to use in their daily job duties.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- With the Executive Director, implement a comprehensive fundraising plan that includes major gifts, corporate and foundation giving, to meet annual revenue goals. This involves stewarding existing donors, and identifying and cultivating major gift prospects, as well as corporate and foundation donors.
- Contribute to grant writing for foundation and corporation grant requests.
- Support the Events Coordinator in the planning and execution of special events, including the annual Gala, golf tournaments and other events.
- Manage fundraising campaigns, with guidance and support from the Executive Director, including the annual Giving Day campaign and Grateful Patient Program.
- Collaborate with various departments and Caregivers in the hospital to capture content and encourage engagement in fundraising campaigns.
- Plan and execute donor recognition, stewardship and cultivation events and small gatherings
- Track and record donor interactions through a moves management program in RE Blackbaud. Monitor and analyze fundraising data.
- Participate as an important member of the Griffin Hospital Development Fund team, contributing to all efforts to meet annual revenue goals.
- Additional duties as assigned.

BASIC QUALIFICATIONS

- Bachelor's degree required
- Demonstrated experience, success, and progressive responsibility in fundraising with a minimum of five years' experience.
- Demonstrated Ability to Work Collaboratively
- Flexibility and Adaptability.
- Experience motivating and managing volunteers.
- Ability to organize and complete multiple tasks simultaneously with close attention to detail.
- Excellent written and verbal communication skills.
- Experience with Fundraising Software and Donor Databases
- Commitment to Griffin Hospital's mission and values

SALARY RANGE: \$65,000-\$80,000

TO APPLY: Click [here](#)