

## **Williamsburg Area Faith In Action Development Officer Job Description**

### **Position Description**

Reporting to and in partnership with the Executive Director (ED), the Development Officer will spearhead development efforts as WFIA continues to grow. A fairly new position in the organization, the Development Officer will have the opportunity to build the development function. The Development Officer works closely with the organization's board of directors, and Executive Director to ensure that ample program and unrestricted funds are generated.

### **Responsibilities**

- Execute WFIA's annual fundraising plan
- Secure financial support from individuals, foundations and corporations
- Developing and tracking proposals and reports for all foundation and corporate fundraising
  
- Implement the major gifts program: Work with board, and executive director to identify prospects, and cultivate and solicit major donors
- Maintaining calendar of grant progress, due dates and reports
  
- Responsible for data entry, gift processing and acknowledgement
- Creating and executing a strategy for a large sustained base of annual individual donors
  
- Work with executive director to cultivate and maintain relationships with funders and partner organizations
- Supervise the maintenance of a database of foundation, government, corporate and individual contacts
- Work with the Executive Director to manage portfolio of existing grants including reporting and renewal processes
- Work with program staff to ensure timely, complete and high quality interim and final reports are generated for grants, as required
  
- Overseeing organization of special events
  
- Design and implement online fundraising program
- Assisting with newsletters and annual reports

**Basic Qualifications** Qualified candidates will possess a bachelor's degree with five years' experience or equivalent combination of education, training and experience. Knowledge of eTapestry or similar donor software. Successful fundraising experience in the non-profit sector with expertise in the following: Major Gifts, Cultivation / Stewardship, Prospect Identification, Event Management.

This is a full-time position (32 – 40 hours per week). Please send cover letter, resume and salary requirements to: [acooke@wfia.org](mailto:acooke@wfia.org).