CLASS SPECIFICATION

DEVELOPMENT OFFICER

DEFINITION

Under general direction, directs and performs a variety of complex administrative, budgetary, supervisory, and creative development services to meet fundraising objectives established by the Library and/or Health Department; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in Journalism, Communications, Liberal Arts, or a related field and two years of full-time experience in professional fund raising activities; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver’s license.

SUPERVISION EXERCISED

May provide work assignment and direction to clerical support staff and other project-related staff.

EXAMPLES OF DUTIES (The following is used as a partial description and is not restrictive as to duties required.)

Assess fund raising needs and establish goals and objectives to meet needs.

Plan and organize short and long range fund raising programs such as annual gifts, capital campaigns, deferred gifts, and corporate and foundation gifts.

Implement and oversee fund raising programs and activities.

Assess the effectiveness of the various fund raising programs and make appropriate recommendations to enhance Library’s and/or Health Department’s financial resources and the development function.

Attend community and business meetings and participate in professional and civic organizations in an effort to promote the Library and/or Health Department and advance fund raising activities.

Obtain donations, grants, in-kind support, and volunteer efforts to strengthen liaisons with private citizens and businesses such as the Friends of the Library, the District Health Department, and the Washoe County Library.

Recruit and train a complex network of Library and/or Health Department support groups and volunteers in their strategic planning, continuing education, and fund development skills.

Identify, research, and cultivate prospective donors, agencies, foundations, corporations, and support groups to further the goals of the program.

Work closely with the Marketing Coordinator and/or Child Abuse Prevention Program to create public relations plan and materials to dovetail with development efforts.

Design special materials for public education and outreach.
Prepare grant proposals for special projects and programs.

Prepare reports and recommendations on grant contracts and projects, maintaining appropriate financial records, including records of gift funds.

Coordinate and train staff on use of computerized donor databases.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**
- Institutional and endowment fund raising methods and techniques.
- Generally accepted principles of financial management.
- Principles of program planning and direction.
- Public relations and human relations techniques.
- Nonprofit organization and management.
- Local businesses, governmental agencies, community resources, and professional organizations related to the assigned program.
- Computer software specific to the department/division.

**Ability to:**
- Prepare grant proposals.
- Evaluate the effectiveness of fund-raising efforts.
- Plan, coordinate, and direct fund-raising programs and activities.
- Develop and implement recommendations regarding work procedures and cost-effective services.
- Interpret and apply regulations, policies, and procedures.
- Communicate effectively, both orally and in writing.
- Maintain effective working relationships with the general public, community groups, division staff, volunteers, and representatives of other departments.

**SPECIAL REQUIREMENTS**

_Essential duties require the following physical skills and work environment._

Ability to sit for extended periods. Ability to frequently stand and walk. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment, telephone, computer, printer, copiers, and FAX machine.

_This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards._

Approved ______ WERCCS Job Evaluation Committee ___________ Date __March, 2001____