



## **Development Specialist**

Department: Corporate

FLSA Status: Exempt

Amount of Travel Required: Minimal

# Positions Supervised: none

Job Status: Full-time

Reports To: Director of External Relations

Work Schedule: M-F, 8:00 – 4:30

## **POSITION SUMMARY**

In partnership with the Director of External Relations and the On With Life Foundation Board of Directors, the Development Specialist will develop and execute a strategic fundraising effort for On With Life, with direct responsibility for the organization, management, and successful execution of all aspects of donor cultivation, annual appeals, special events, major gift prospecting and grant writing.

## **ESSENTIAL FUNCTIONS**

- Responsible for planning, implementing and evaluating strategies for achieving established fundraising goals for On With Life.
- Develops and implements a strategic and coordinated donor communication effort spanning multiple mediums. Contributes to marketing and communication efforts as appropriate.
- Develops and manages a portfolio of key prospects through ongoing communication and relationship building efforts.
- Coordinates the planning, organizing and execution of annual fundraising events in cooperation with the External Relations staff, including event concept and development, publicity and production, and management of budgets and timelines.
- Coordinates the Foundation's grant-seeking efforts, including primary responsibility for grant writing.
- Oversees direct mail efforts from inception to completion and analysis, working with internal and external teams.
- Develops and leads the execution of an annual Employee Giving Campaign.
- Uses GiftWorks (On With Life's donor management software) to capture and analyze data for targeted appeals.
- Participates in the financial planning process with the Director of External Relations to develop an annual budget for operating expenses and projected revenue.
- Monitors performance to budget and takes action appropriately.
- Analyzes and coordinates the process by which Foundation funds are requested by, distributed to, and used by On With Life programs, including documentation and donor follow-up.

- Demonstrates ownership for On With Life’s fundraising efforts and builds relationships with a diverse team of people both inside and outside of On With Life.
- Ensures that annual giving efforts, events and communications accurately portray the mission and brand of On With Life.

**ESSENTIAL FUNCTIONS THAT APPLY TO ALL ON WITH LIFE POSITIONS (UNLESS OTHERWISE NOTED)**

- Regular and predictable physical attendance in accordance with company policy and departmental call-in requirements.

**POSITION QUALIFICATIONS**

**Education**

Bachelor's degree in Communications, English, Marketing, Business and/or Non-profit fundraising, or similar field if supplemented by considerable progressive experience in resource development.

The education requirements are flexible if applicant has a combination of training and experience which meets the desired knowledge, skills, and abilities.

**Experience**

Minimum three to five years of direct foundation/philanthropy experience, specifically in the areas of donor cultivation and annual appeals.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- High level of motivation and assertiveness, as well as an ability to exercise independent judgment.
- Excellent interpersonal skills, tact, and diplomacy. Must be able to regularly and comfortably facilitate personal interactions in formal and informal social settings.
- Strong written and verbal communications skills, including ability to effectively communicate priorities to donors and prospects and to positively represent On With Life and its Foundation.
- Strong organizational and analytical skills with the ability to work in a collaborative, team-oriented environment.
- Demonstrated ability to work regularly with widely diverse audiences.
- Demonstrated ability and comfort with personally soliciting gifts.
- Knowledge of direct mail strategies and best practices.
- Experience in grant writing and administration.

**PREFERRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of not-for-profit organizational structures.

- Experience working with persons with disabilities.

### **CRITICAL PHYSICAL DEMAND SUMMARY**

See physical demand summary for office worker

#### **Other Physical Requirements:**

- Vision (Near, Distance, Color)
- Sense of Sound (Ability to hear and routinely recognize auditory signals, alarms, or equipment signals, and soft voices)
- Ability to travel by car and airplane

### **WORK ENVIRONMENT**

Position is located at the On With Life Ankeny facility located at 715 SW Ankeny Rd., Ankeny, Iowa. Position will require occasional travel, including to On With Life's Long-Term program in Glenwood, IA, and periodic evenings and weekends.

*On With Life has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, demands, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*