

Job Description

Updated 3.27.2019

**Position title:** Associate Development Officer

**Reports to:** Assistant Executive Director of Development and Engagement

**General description:**

The Associate Development Officer will direct and execute The Ability Experience giving strategy. Specifically, the Associate Development Officer will direct and execute the plan to strengthen The Ability Experience mid-level giving program through face-to-face cultivation, solicitation and stewardship in major markets across the United States.

**Qualifications:**

Individual must have strong written and verbal communications skills. Individual must be detail-oriented and have the ability to travel and work independently to execute the organization’s giving initiatives. Proficiency in donor software database required. Must be a leader as well as a team player, and have ability to work cooperatively with other development staff.

**Education/Experience:**

Bachelor's degree. Experience in management and fund-raising preferred.

**Supervisory responsibility:**

Supervises Interns.

**Duties and responsibilities:**

The Associate Development Officer will take the initiative to secure gifts by implementing fundraising methodology as follows:

* Appointment Setting. Schedule appointments with prospects of The Ability Experience through telephone and e-mail outreach for pre-arranged appointments.
* Case Statement Presentation. Explain the Case for Support (reasons to give) in a concise and compelling manner to raise donor awareness and enthusiasm.
* Gift Solicitation & Follow-Up. Present giving options; overcome objections and pursue gift commitments during and after the face-to-face appointment.

The Associate Development Officer will also show leadership by:

* Adhering to the program’s performance metrics and will be held accountable for such, weekly.
* Displaying a willingness to learn and share new ideas in a collaborative environment.

Qualified candidates must also demonstrate:

* Superior written and verbal communication skills, as well as strong presentation and liaison skills.
* Strong organizational skills.
* Ability to represent The Ability Experience and Pi Kappa Phi in a positive and professional manner during interaction with constituents.
* Computer literacy, including strong understanding of Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and web conferencing, as well as other database and web-based fundraising tools.
* Ability to work well independently while maintaining strong communication with The Ability Experience executive office in Charlotte, NC
* High level of integrity in dealing with confidential information.
* Capacity to deal comfortably and sensitively with high-level donors.
* Ability to forge strong working relationships with others and a capacity for engaging trust among donors.
* Understanding of and commitment to healthcare and the mission of Pi Kappa Phi and The Ability Experience.