

Position Description  
Office of Development  
Development Officer

Introduction

The mission of the Office of Development is to articulate the critical role of private philanthropy to the Institution and the vast opportunities for voluntary support in the life of the institution. The Office is charged with maximizing the financial gift support to the institution by seeking private contributions in order to increase the margin of excellence of its educational and research programs. It provides guidance in establishing and implementing a wide range of advancement policies and procedures for individual donors, contributing members, corporations, and foundations. The Office is responsible for integrating the activities of institution-wide volunteer organizations and other leadership groups with the mission and priorities of the organization. The Office is committed to offering exceptional fundraising services, knowledge, and counsel to donors, prospective donors, and the leadership of the Institution.

The incumbent serves under the administrative supervision of the responsible OD Director or program manager, who makes assignments in general terms. The incumbent works with a high degree of independence, keeping supervisors informed of unanticipated issues or controversies that may arise and recommending actions and solutions to such situations. Completed work is reviewed for soundness of overall approach and conformance with controlling management policies.

Duties

Responsible for managing and coordinating fund-raising for institutional priorities. In this capacity, he or she works closely with senior managers in establishing private funding priorities and advises them on trends in the philanthropic world which affect organizational priorities. Responsible for developing, in concert with each unit director, a sound development plan and set of procedures, to insure good working relationships between OD and that unit and to insure the efficient pursuit of private funding.

As appropriate supervises and coordinates work of OD Development Officer and other personnel assigned to same team.

Responsible for coordinating and managing the relationship of the institution with corporations, foundations and individuals from who funds are sought for various programs and projects of the units.

Must possess an understanding of current philanthropic and public relations interests of individuals, foundations or corporations, acquired through regular contact with those individuals and organizations. In turn, he or she maintains the necessary relations program to keep the institution name and achievements alive in the minds of individuals, corporate and foundation executives and board members.

The difficulties of coordinating and managing the needs of the institution place exceptional demands on the staff (to keep abreast of projects and programs qualifying for foundation support) as scholars, foundation, and other bureaus constantly develop new programs. Frequently the research provided by the incumbent on the changing goals and interests of corporate and foundation philanthropy allows the institution to respond to shifting priorities and develop dormant or opportunistic interests into program proposals. The long-term advantage of this research provides the senior management team with a clearer sense of what kinds of programs might reasonably be expected to receive funding (and at what levels) from corporate and foundation sources, thus facilitating financial planning within the institution.

Responsible for planning fund-raising strategy and for carrying out specific projects. Identifies potential sponsors and settles on the appropriate targets for funding. Either alone or with other organization personnel, approaches individuals, corporate and foundation officials and negotiates the terms of their support to the institution.

Maintains records of all past and current approaches to outside funding sources so as to avoid unnecessary and undesirable conflicts.

Based upon his or her knowledge about the special interests of individuals, corporations and foundations, counsels institution staff members on matters relating to private funding, advising which funding sources might be appropriate for particular projects and the best manner of approaching them, and helping to formulate specific projects requiring private support. Performs analysis of the concept, methods and costs of research, exhibition, education and other projects; based upon this analysis writes documents to describe projects to prospective donors and to persuade them to act as sponsor or co-sponsor. Edits information provided by other, to the same end. Prepares, for own signature, as well as that of the Chancellor, the Vice-Chancellor for External Affairs, and other senior Development management personnel, related correspondence directed to individuals, corporate and foundation officers. Responds verbally and in writing to questions posed by potential donors regarding Institution proposals, or refers questions as necessary to appropriate units or SI offices for reply.

Maintains contact with donors after receipt of contributions including preparing acknowledgements, arranging for events in coordination with unit directors, and arranges for periodic reports on program progress.

Performs other duties as assigned.

#### Factor 1. Knowledge Required

Extensive broad based knowledge of the principles, practices and techniques of oral and written communications and interpersonal relations skills in order to determine the most effective method to present proposals, persuade prospect and museum personnel to accept suggestions and proposals, and to foster effective relationships among the units and OD and between funding sources and the institution.

Comprehensive analytical skills and experience to assess the salability of proposals and potential reactions of prospects to proposals, and to development recommendations for stimulating interest in the organization's program.

Creative skills and experience in producing innovative written materials to stimulate interest on the part of potential funding sources who may be indifferent to organizational objectives.

Thorough knowledge of potential funding sources for institution projects.

Skill in relating needs of the institution to individuals and to giving programs of foundations and corporations.

Skill in establishing and maintaining effective and cooperative work relationships with potential funding sources and with senior staff.

#### Factor 2. Supervisory Controls

The supervisor provides general administrative direction in terms of broad policy statements and general objectives to be achieved.

The incumbent is responsible for conceiving, developing, and preparing plans and strategy and methods to be used to achieve desired goal.

Results of work in terms of decisions made and recommendations developed, are accepted as technically sound and authoritative. A general review of the work is made in terms of attainment of organization development programs and objectives.

#### Factor 3. Guidelines

Guidelines are in the form of office memoranda, organizational directives, and administrative policies issued by the institution, the Office of the Vice-Chancellor of External Affairs, and the Office of

Development governing development and fund-raising. However, the guidelines only deal with general policy and the incumbent has wide latitude in deciding approach to specific problems. Incumbent must use seasoned judgment and extensive knowledge of all funding sources in determining effective methods and strategies.

#### Factor 4. Complexity

Assignments include conceiving, developing, planning and implementing of fund-raising strategies to secure private funding for all unit and bureau programs. The methods used involve both written and oral persuasion. The work includes extensive experience in developing creative methods to obtain agreements between parties that initially have opposing viewpoints.

#### Factor 5. Scope and Effect

The purpose of the position is to develop, manage and coordinate fund-raising activities for the units and pan-Institutional needs. The work contributes to the achievement of the organization's fund-raising goals, exemplified by the research, education, publication, and public outreach programs of the individual units of the institution as well as the organization in general.

#### Factor 6. Personal Contacts

Contacts are made with the senior management, administrative, and research staff of the units, staff of other central institution offices, individuals, and corporation and foundation officials.

#### Factor 7. Purpose of Contacts

Contacts are made with private funding sources to educate them to the importance of institutional and bureau projects and the project's relationship to the prospect's goals and interests, to persuade them to provide funding.

#### Factor 8. Physical Demands

Travel to other cities is a regular part of the duties. Much of the work is performed sitting at a desk, in meetings, in briefings, giving tours of various units and by telephone.

#### Factor 9. Work Environment

The work area is adequately lighted, heated and ventilated.