



Job Title:	Development Officer	Reports to:	Executive Director
Department:	Development and Planning	FLSA Class:	Exempt
Position Type:	Full-time	Travel:	5%
Starting Salary	\$50,000		

Interested candidates should send a resume and cover letter to J. Marc Rittle, Executive Director, New Bethany, to jmrittle@newbethany.org.

SUMMARY:

The Development Officer is responsible for planning, organizing, and implementing all donor-engagement activities for New Bethany.

SPECIFIC RESPONSIBILITIES:

The Development Officer will:

1. Assist in the development and implementation of a comprehensive fundraising strategy to support the financial needs and objectives of New Bethany, including:
 - a. Solicit, build, and maintain relationships with individual donors at all support levels
 - b. Solicit, build, and maintain relationships with higher education institutions, companies and businesses
 - c. Develop and implement planned giving and other donor engagement strategies
 - d. Coordinate the solicitation of gifts and acknowledgements of contributions from donors
 - e. Be an organization spokesperson at events, outreach activities, and press opportunities
2. Assist in maintaining the database of donors including names, addresses, and contributions:
 - a. Prepare periodic reports of fundraising activities and results related to established goals
 - b. Maintain donor database to ensure it is serving the organization to the best of its ability
3. Assist with events, especially in donor outreach and business development
 - a. Grow event participation through local business and donor outreach practices
 - b. Manage donor and volunteer recognition & stewardship as related to events and initiatives
4. Communicate our service to the community:
 - a. Arrange for community outreach activities, such as representation of organizational work at local festivals, community health events, with partner organizations, etc.
 - b. Speak or be visible at workplaces (e.g., cafeteria tabling), places of worship (e.g., "Mission Moment" speaker), and other opportunities
5. Marketing and social media coordination:
 - a. Coordinate with print vendors for newsletters, direct mailings, and marketing materials

- b. Serve as liaison to New Bethany's contracted digital marketing and PR group.
6. Assist in grant writing and accountability:
- a. Work with Planning Director to secure and maintain relationships with local Corporate Social Responsibility or Community Engagement officers.
 - b. Assist in securing new opportunities that align with organization's mission and service.

SUPERVISORY RESPONSIBILITIES

The Development Officer has no direct reports but assists with supervision of the Development Coordinator and assists with volunteer engagement and management.

COMPETENCIES

The candidate must have proficiency in all of the following:

1. Ability to build and develop relationships, high emotional intelligence
2. Advanced digital literacy in database tools and spreadsheet analysis
3. Commitment to Diversity, Equity, Inclusion, and Belonging (DEIB)
4. Excellent writing and communication skills