



Position Description

Fund Development Officer

20-28 hours per week, non-exempt

Reports to: Executive Director

The Center for Well-Being is a small, high-impact non-profit that helps individuals and families live healthier lives through nutrition, health education and systems change. Reporting to the Executive Director, this position will be responsible for the design, implementation, & coordination of fund development initiatives benefiting the Center.

This is a great opportunity to join a dedicated group of individuals in a highly innovative team environment. We offer competitive pay and great benefits.

Position Summary

The Development Officer will lead and execute the Center for Well-Being's fundraising efforts. This includes coordinating three annual fundraising events as well as direct donor cultivation resulting in contributions to the Center. This position will coordinate and implement all aspects of the fundraising efforts including work plan monitoring, staffing the fund development committee, and administrative duties required to ensure sponsor packets are prepared and distributed. The Development Officer will also be responsible for developing new relationships with businesses and funders to deepen connections to the Center and grow the revenue over time.

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

Essential Functions

Fund Development

1. Convene and support fund development committee meetings to ensure fundraising goals meet monthly targets (work with committee chair to set agenda, prepare meeting packets, follow up on action items and take minutes).



2. Lead agency fund development efforts and special events.
3. Create and implement the annual development plan in conjunction with CWB leadership and the Board of Directors.
4. Donor cultivation; Create and implement individual major gifts program.
5. Direct mail campaign and end of year giving.
6. Manage donor solicitations and thank you correspondence for all giving categories.
7. Create a comprehensive stewardship program to cultivate and advance donors, including donor recognition events.
8. Create and utilize an active donor data base management system as the driving engine of the Development program.
9. Monitor program budget(s) and monthly spending.
10. Other agency duties as assigned.

Events

1. Identifies corporate marketing, community relations outreach, & media opportunities to increase visibility of CWB & programs.
2. Plan, coordinate and implement fundraising events including logistics, marketing, volunteers and evaluation.
3. Volunteer recruitment for special events; volunteer orientation and training as needed.

Public Relations/Communications

1. Lead outreach efforts to engage a variety of partners in the Center's impact. Pitch success stories to media outlets to increase visibility.
2. Secure and participate in public speaking opportunities.
3. Identify corporate marketing, community relations outreach, & media opportunities to increase visibility of CWB & programs.
4. Social media and newsletters.

Desired Qualifications

1. Strong fundraising track record and passion for beating goals.
2. Experience leading chronic disease prevention campaigns.
3. Possesses strong facilitation skills, including managing group dynamics and collaborative work processes.
4. Skilled public speaker with the ability to engage a wide variety of audiences.
5. Maintains a thorough knowledge of health issues affecting the target population(s).
6. Interacts positively with community organizations and team.
7. Effectively represents the Center at community coalitions and collaborative opportunities as appropriate.
8. An undergraduate degree in business marketing or communications.



Requirements

1. Detail oriented and well organized.
2. Excellent communication skills with ability to engage donors with grace.
3. 2-5 years of experience implementing fund development models and strategies.
4. Experience with chronic disease prevention campaigns targeting adults and families.
5. Able to demonstrate cultural competence in working with diverse populations.
6. Organized and able to implement projects according to a fixed timeline.
7. Excellent computer skills in Microsoft Office suite (Outlook, PPT, Word, and Excel).
8. Able to prepare clear, concise and complete reports and other written correspondence.
9. Establish and maintain effective working relationships with those contacted in the course of the work.
10. Possession of a CA Driver's License with the ability to drive throughout the county (mileage reimbursed).

Compensation

This is a non-exempt, hourly position. Pay is dependent on experience leading fund development efforts.

To Apply:

Submit a resume and cover letter to info@nccwb.org. You will be required to complete an employment application prior to your first interview. www.norcalwellbeing.org