

JOB DESCRIPTION- The Grand Oshkosh

Title: Development Officer

Reports to: President and CEO

FLSA Status: Exempt

Position Purpose:

This position is responsible for leading development efforts, including prospect research; soliciting individual contributions; and creating planned giving and endowment campaigns. This position will work collaboratively with the President/CEO and staff on projects related to fund development.

Primary Responsibilities:

- Coordinate all individual giving to the organization (i.e. the major gifts program, the individual and business donor programs, and Naming program).
- Create the conditions for the President/CEO and Board members to successfully engage potential donors.
- Oversee the creation of donor materials for the purposes of major gift fundraising.
- Recruit, train, and coach development volunteers including members of the Board of Directors.
- Solicit individuals and businesses for sponsorships.
- Other duties as assigned.

Experience and Qualifications:

- Bachelor's degree with 3-5 years progressive experience in a development capacity preferred. Experience in non-profit, academic and/or cultural sector preferred.
- Experience with fund development, donor development and philanthropy
- Computer skills, data management
- Ability to build constituency and work collaboratively.
- Ability to drive ambitious timelines, establish deadlines, and meet them.
- Excellent verbal and written communications skills.
- Ability to work a flexible schedule

The above position description is not intended to be a complete listing of duties but merely a statement of examples of common duties to be performed. The Grand Oshkosh reserves the right to amend the above example at any time.

Contact:

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No calls, please