



POSITION DESCRIPTION

Position Title	Department	Reports to
Development Officer	Development	Vice President, Development
Employment Classification		Work Environment
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	<input type="checkbox"/> In Person <input checked="" type="checkbox"/> Hybrid
Positions Supervised	Starting Salary Range	Revised Date
None	\$73,900 - \$80,300	August, 2025

ORGANIZATIONAL OVERVIEW

Grand Rapids Community Foundation leads Kent County in making positive, sustainable change. With its endowment, the Community Foundation supports local nonprofits, leads significant social change and helps donor partners achieve their philanthropic goals. Guided by our North Star, we believe for West Michigan to grow and prosper, we must ensure that everyone can apply their talents and creativity to fuel our future. By connecting across perspectives and overcoming inequities, we can build and sustain an inclusive economy and thriving community.

POSITION SUMMARY

The Development Officer plays a significant role in developing and implementing the Grand Rapids Community Foundation's objectives and tactics for attracting new donor partners and deepening relationships with current partners. They will be responsible for identifying, cultivating, soliciting and stewarding qualified prospects and other priority audiences to create new funds or make annual and ultimate gifts. The Development Officer is expected to be knowledgeable about annual, major gift and planned giving strategies, tools, and solicitation methods and leads stewardship efforts for constituents.

The Development Officer will have a commitment to the Community Foundation's North Star and will be able to work effectively with persons from a variety of cultural, social and ethnic backgrounds. They will have a demonstrated ability to work in a collaborative setting, effectively communicate around sensitive issues, a highly developed cultural awareness and the ability to be an active listener.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential functions include, but are not limited to the following:

1. Annual Giving

- Partner in executing annual appeals, including development and implementation of tactics and materials for direct mail and e-appeals. Play a key role in execution of annual fund strategies.
- Coordinate with the Database Manager to actively monitor the success of the Community Foundation's giving level programs. Within these groups, lead strategies to develop, nurture

and grow relationships with key donor partners and prospects to encourage additional and planned gifts and establishment of new funds.

2. Prospective Donor Partner Engagement

- Actively engage prospective donor partners in the creation of new funds. Lead the design and execution of targeted cultivation and solicitation strategies to drive philanthropic investment.
- Work personally with prospective donor partners to assess needs and make appropriate recommendations for increasing their philanthropy.
- In concert with other team members, promote the concept of philanthropy in general and Community Foundation in particular to targeted audiences.

3. Current Donor Partner Engagement & Stewardship

- Lead Metz Legacy Society stewardship efforts by ensuring that every Legacy Society member receives appropriate personalized contact.
- Engage donor partners in achieving their charitable goals by developing plans and providing information about the Community Foundation's services, community insights and the benefits of fund creation and planned gifts. Drive cultivation strategies that move donor partners towards increased giving and a deepened commitment to the Community Foundation.
- Steward 100 New Philanthropists through creative strategies to engage donor partners in annual giving, fund creation, and planned giving and plan for next steps with this group.
- Lead efforts to identify strategies for a comprehensive donor partner stewardship effort.

4. Campaign support

- Support fundraising for current and future campaigns, lead efforts to raise public support and prospective donor partner events
- Support overall fundraising goals by soliciting targeted prospects as assigned.

As part of the Development Department, additional responsibilities include:

- Participate in cross functional team to evaluate scholarship fund options
- Participate in the creation of annual department plans, goals and strategies.
- Compile key performance indicators for respective area of responsibility and recommend action.
- Represent the Community Foundation at special events.
- Track budget items within area of responsibility. Work with the Strategic Communications Department to develop, implement and evaluate marketing outreach strategies and materials as needed.

QUALIFICATIONS

- Ability to engage, solicit and increase giving from a variety of potential and current contributors.
- Ability to establish and maintain authentic, trusting and inclusive relationships with a diverse network of individual, non-profit, vendor and community partners in a culturally competent manner.
- Demonstrated project management skills with the ability to prioritize and meet deadlines with a high level of organization and attention to detail.
- Exceptional written and verbal communication skills in English. Ability to verbally communicate in Spanish a plus.
- Ability to oversee confidential information with discretion, adaptable to competing demands and demonstrate highest level of critical thinking, emotional intelligence and integrity.
- Highly motivated, self-starter with the ability to make informed decisions. Asking for clarification

when necessary.

- Proactive approach in seeking improvement opportunities, proposing recommendations and providing open and honest feedback.
- Proficiency in project management tools, MS Office 365 products, and database utilization.
- Passion to contribute to a work environment in which collaboration, respect, accountability and honesty are valued. Excellent interpersonal skills are needed.

EDUCATION and EXPERIENCE

- Bachelor's degree in the area of development, nonprofit management or other related field or equivalent combination of education, training and experience.
- Minimum three years of fundraising and donor partner relationship experience.
- Certified Fund-Raising Executive (CFRE), Chartered Advisor of Philanthropy (CAP) or other fundraising certification preferred.
- Experience in the community foundation or non-profit sector a plus.

ORGANIZATIONAL COMPETENCIES

All team members are required to uphold the values and vital behaviors of Grand Rapids Community Foundation.

- **Values:** Integrity, Excellence, Inclusion, Sustainability and Bold Aspirations
- **Vital Behaviors:** Give & Receive Openly, Build Trust with Each Other, Create Brave & Safe Space, Embrace Vulnerability and Accountability

Team members are required to comply with the policies, procedures, and safety programs of the Community Foundation as well as follow all state and federal laws and regulations, including but not limited to those related to donor partner rights, confidentiality, and the Health Insurance Portability and Accountability Act (HIPAA).

WORKING CONDITIONS

- Accomplish essential duties and responsibilities collaborating with team members in a hybrid office environment.
- Communicate and exchange information accurately and timely through in-person and virtual interaction.
- Remain in a stationary or sitting position at least 60% of the time.
- Occasionally move about inside the office for meetings and to access files, printers, etc.
- Constantly operate a computer and other office equipment.
- Occasionally position self to access and maintain files in cabinets.
- Occasionally move or lift items weighing up to 20 pounds.
- Occasional evening and weekend responsibilities.
- Occasional travel within the State of Michigan.

OUR COMMITMENT

Grand Rapids Community Foundation is an equal opportunity employer committed to hiring and retaining a diverse workforce. We support and comply with applicable state and federal laws prohibiting discrimination in the workplace.

Grand Rapids Community Foundation strives to actively demonstrate our commitment to diversity, equity, and inclusion and the pursuit of racial, social and economic justice in all aspects of our organizational culture and operations, internally and externally. It is the expectation that our team members, committees and Board of Trustees share this commitment and continuously work to deepen their understanding in these areas.

