



Position: Development Officer

Employment Status: Full Time (40 hours), Salaried

Reports To: Development and Marketing Director

THE ORGANIZATION

Banyan is an inclusive, values-based community development organization rooted in the Phillips neighborhood to transform lives by developing youth, strengthening families and creating community. We believe in an asset-based approach, a holistic model, and trust-based relationships in responding to the complex problem of poverty. Removing barriers to access support and creating opportunities for educational success is at the heart of what we do. We invite individuals who share our values and find resonance with our work to contribute and belong to our transformative mission to create deep and lasting change.

ROLE DESCRIPTION

The Development Officer serves as a key member of the Mission Advancement Team. In collaboration with the Director of Development and Marketing, the Development Officer creates and executes year-round fundraising strategies and activities to carry forward the mission of Banyan Community. The Development Officer will identify, cultivate, solicit and steward donors and prospects. This role organizes and implements administrative systems to ensure an effective and efficient development effort, which includes but is not limited to, database management, data integrity, and donor correspondence support.

PRIMARY RESPONSIBILITIES

- In collaboration with the Director of Development and Marketing develop and implement thoughtful and strategic qualification, cultivation, solicitation and stewardship plans for an assigned portfolio of prospective donors that includes individuals, corporations, and foundations
- Prepare for and actively participate in Mission Advancement Team meetings, grant strategy reviews, and individual check-ins to ensure effective communication and planning.
- Establish and maintain collaborative working relationships with development colleagues, donors, and constituents to maximize the total gift revenue, plan solicitation strategies, leverage joint solicitation efforts, and share the inspiring story and impact of Banyan's work
- Work cooperatively with program staff to observe, experience, and understand the mission and model through daily activities and special events so as to be able to share the work, impact, and story of Banyan to donors and funders
- In collaboration with the Director of Development and Marketing conduct donor prospecting and stewarding to identify, grow, and retain new and existing donors and private and corporate foundations to help achieve revenue goals
- Successfully and naturally engage in donor and funder correspondence, site visits, presentations, and other communications to support fundraising and development relationships
- Maintain accountability, confidentiality, and compliance with all regulations and laws, as well as adhere to the code of ethics for fundraising professionals
- Manage, maintain, and improve the donor database (eTapestry) including recording, processing, and acknowledging gifts following IRS guidelines
- Assist with properly recording and reconciling all donations and contributions received via mail, online, or as transferred
- Generate mailing lists and reports and assist with donor-related communications
- Support, be present at, and actively participate in designated organizational events and fundraising initiatives in a manner that reflects a genuine interest and enthusiasm for the work

QUALIFICATIONS

- A bachelor's degree in a relevant field such as nonprofit management, business administration or communications
- Financial Acumen and the ability to understand, analyze, and track basic revenue streams
- 5+ years' experience in fundraising or development roles, such as experience with donor cultivation, solicitation, and stewardship
- Strong interpersonal skills and the ability to build and maintain relationships with donors, sponsors, and stakeholders with an ability to connect with a diverse range of individuals and organizations
- A solid understanding of budgeting, financial management, donation accounting, and compliance with financial development regulations

SKILLS

- Proficient project management skills
- Familiarity with CRM & donor operating software systems
- Strong attention to detail
- Exceptional interpersonal communication skills, encompassing oral, written, and electronic correspondence.
- Strategic and analytical thinking abilities
- Demonstrated capability to collaborate effectively with others and embody the mission, vision and values of Banyan Community
- Adaptive and able to switch between technical, social, and creative tasks while meeting deadlines
- Proactive and solution-focused with a focus on achieving results
- Understanding of nonprofit development and the importance of maintaining confidentiality
- Firm belief in, and dedication to the Banyan's mission, model, vision and values

COMPENSATION

This is an exempt, full-time (40 hr. per week) position. Requires day and occasional evening and/or weekend hours. Salary range \$50,000 - \$55,000 DOQ Benefits include Healthcare premium (100%), short-term & long-term disability, life insurance, SIMPLE IRA 3% match, cell phone reimbursement, employee development, paid holidays, vacation, and personal time. Optional benefits include vision and dental. Banyan Community is an Equal Opportunity Employer.