

# Lutheran Services Carolinas

## Job Description

**Job Title:** Development Officer - South Carolina

**Supervisor (title):** Director of Development

**Department:** Development

**Approved by:** B. Welch 

**Date:** 10/3/2014

### **Position Purpose/Summary:**

The Development Officer works closely with the Chief Development Officer, the Director of Development, development and communications staff, and program staff to help plan and manage development strategies and tactics that advance the mission of LSC. Specifically, the position coordinates local outreach to and engagement with a broad variety of people and groups including existing and prospective donors, congregations, volunteers and other interested individuals and organizations.

### **Essential Functions:**

1. Cultivate and solicit a significant portfolio of major donors and prospective major donors (100 or more); add pertinent information including actions into donor software.
2. Serve as primary liaison for other groups of donors as assigned (may be geographic, special interest, or assigned based on other criteria such as involvement in the staff campaign or key constituencies in a capital campaign)
3. Facilitate participation in external community giving campaigns as appropriate (e.g., church fundraising events, etc.)
4. Organize and direct local fundraising efforts as assigned
5. Integrate development activities with communications, events, and foundation relations as needed
6. Assist with logistics, representation, and presentations at events, including donor appreciation events, assemblies, church organization gatherings, community events, etc.
7. Review and provide input on appeals, mailing lists, recognition lists, acknowledgement letters, and/or financial reports to help ensure proper stewardship of donors and prospects; generate or assist in preparation of reports as requested
8. Speak to groups as assigned; seek out opportunities for speaking
9. If ordained, may administer word and sacrament within the context of visiting in churches on behalf of LSC.
10. Relate to LSC programs to facilitate interactions between development and programs.
11. Other duties as assigned to support the development and communications efforts of LSC.

**Supervisory Responsibilities, if any** *(The scope of the person's authority, including the positions that report to the incumbent.):*

**N/A**

**Qualifications (Minimum Job Requirements):**

Education: Bachelor's degree.

Experience: 2-3 years experience in fund development or related field.

Specific skills/abilities: Ability to work in a fast-paced development environment. Demonstrated written verbal or presentation skills. Strategic thinker and problem solver.

- a. Personal commitment to and enthusiasm for the ministry of LSC
- b. Strong interpersonal communication skills and ability to work effectively with a wide range of constituents; understanding of diverse communications techniques.
- c. Self-starter with strong organizational skills and attention to detail.
- d. Ability to work independently and as a member of a team

Specialized knowledge, licenses, etc: Valid drivers' license.

**Preferences:**

- 1. Familiarity with the NC Synod of the ELCA and/or the SC Synod of the ELCA.
- 2. Working knowledge and understanding of database software and its capabilities (knowledge of Raiser's Edge or other donor database software preferred).

**Working Conditions/Physical Requirements:**

- 1. Residence in South Carolina.
- 2. Frequent travel up to 50%, primarily in South Carolina.
- 3. The job duties require bending, stooping, lifting of moving moderate to heavy materials as a regular part of the job:
  - a. Move items for events up to 25 lbs; a minimum of 2x/month.
  - b. Move boxes with stationary/literature up to 25 lbs; a minimum of 1x/month.

This job description is not an employment contract. Lutheran Services Carolinas reserves the right to alter the job description at any time without notice.

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Employee Signature

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Date

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Supervisor Signature

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Date

***Employee signature constitutes employee's understanding of the requirements, essential functions and duties of the position.***