



Position Posting – Annual Fund Development Officer

Family Futures, a nonprofit organization in Grand Rapids, striving to *shape a community in which all children are supported to reach their full potential* currently has the following **Salaried, Full-Time exempt Position** available: **Annual Fund Development Officer**, responsible for the execution and oversight of core annual fund strategies, including but not limited to corporate sponsorship, annual campaigns and appeals, fundraising events and individual gift solicitation.

Position Summary:

To provide specialized support in raising financial resources to support Family Futures through execution of their annual fundraising campaign. This role entails generation of non-grant revenue which results in sustainable financial growth of the organization to assist in furthering the mission to shape a community in which all children are supported to reach their full potential.

Primary Position Responsibilities:

1. Plan, develop and oversee strategic resource development in partnership with resource team including, but not limited to: annual fundraising efforts, direct mail fundraising, major donor cultivation, corporate sponsorship and partnerships, third party fundraising, and annual events.
2. Utilize client relationship management (CRM) and software platforms to further moves management strategies in an effort to develop a continuum of engagement for volunteers and donors.
3. Execute resource development evaluation methods including use of Results Based Accountability (RBA).
4. Provide administrative support to Resource Team (Executive Director & Chief Resource Champion) to ensure all members are successful in achieving the goals of their positions.

Required Education, Training & Experience:

- Minimum Education/experience: Bachelors required, Masters preferred
- Knowledge of relationship development, sales, fund development, nonprofit administration and communications practices
- Proven as highly adaptable and comfortable with ambiguity
- Proven excellence in project management and event management
- Proven ability to network with community members and mobilize toward action
- Strong problem solving skills, ability to work independently and to organize and prioritize work
- Strong experience in developing and implementing plans, ideally focused on raising financial resources for a nonprofit organization
- Valid Michigan driver's license. Valid Michigan driver's license, reliable personal vehicle and minimum Michigan's required auto insurance.
- Ability to lift up to 25 lbs. as needed to complete required tasks

Technical Competencies:

- Proficient with all office equipment including: copier, personal computer, and printers (required)
- Database Software (required)
- Fund Development Software (preferred)
- Microsoft office suite (required)
- Graphic design software (preferred)

For full position description and to apply for this position, please visit our website:

<http://www.familyfutures.net/join-us/employment/>