

DEVELOPMENT OFFICER

Overview

The Foundation for Food and Agriculture Research (FFAR) invites candidates to apply for the position of Development Officer. This position reports to the Director of Development and is responsible to proactively cultivate, solicit and steward donors and prospects, with a strong emphasis on programmatic support. As a key member of the Development team, this position will manage a portfolio of donors and prospects throughout the year. He/she will work closely with the Development Director to plan and implement FFAR's programmatic giving and fundraising strategy. This position plays an important role in raising the necessary funds to support FFAR's operations and programs and is responsible for meeting key metrics including dollars raised and number of meaningful person contacts while building and advancing strong relationships with current and prospective donors.

Responsibilities

- Manage a portfolio of donors/prospects through the giving cycle from research and identification through engagement, solicitation, gift closure and stewardship with a focus on programmatic support
- Help create customized solicitation strategies and donor relations materials to engender new donor relationships and maintain support from existing donors
- Work in conjunction with the Director of Development in identifying and prioritizing new initiatives, needs and opportunities that could benefit from development efforts including ways to incentivize program support
- Conduct thorough and appropriate follow up with potential donors attending events to engage them in the gift process
- Plan and execute personal face-to-face visits to fulfill individual and team solicitation strategies and goals and achieve metric targets
- Support the Director of Development in managing a vibrant and comprehensive development program and related activities as assigned
- Work collaboratively with FFAR Communications, Program and Operational staff on event and related activities
- Other tasks, contributing to departmental goals and assisting smooth flow of development operations by accomplishing related duties as required

Qualifications

- Demonstrated success in soliciting and closing major program gifts with capability to advance gift strategies through effective relationship building
- Ability to effectively work with donors, staff and key stakeholders
- Ability to work as part of a dynamic team and also independently
- Must be organized, creative, pro-active, detail oriented with strong ability to prioritize with superior time management and troubleshooting skills in a fast-paced environment
- Strong work ethic, supported by commitment and follow-through and ability to implement
- Superior interpersonal, verbal and written communication skills
- Computer literate with ability to create original documents, reports and conduct Internet research, electronic messaging, remote access and mobile communications/scheduling
- Travel required

Education and Experience

- Bachelor's degree;
- 7+ years of related/relevant development experience in a research or higher education environment, with three years' proven track record in major program gifts
- Experience in national organizations a plus.
- Knowledge of Microsoft Office and fundraising database management a must

To Apply: Please send a resume, writing sample and cover letter indicating your salary requirements to rbullion@foundationfar.org. Please specify DEVELOPMENT OFFICER in the subject line of your message.

FFAR is an equal opportunity employer. Applicants are considered for positions without regard to race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws, and applications are encouraged from individuals who may fall into any such groups, as well as from veterans and uniformed service members.