



Position Description

Development Officer

Reports To Executive Director

Part-time, Non-exempt

Narrative Description

The Development Officer, a key member of the BEC leadership team, is responsible for creating and implementing a comprehensive fundraising plan with multi-year objectives based on BEC's mission and goals. The Development Officer will average 25 hrs/week, focusing primarily on the identification, direct solicitation, maintenance and growth of major individual, corporate and foundation donors. This individual will also lead the BEC Board fund development effort.

Essential Responsibilities

- With BEC leadership team and Board input, develop and implement a comprehensive and strategic fundraising plan with multi-year goals to:
 - Identify, research and cultivate major donors; plan for increasing giving levels over time
 - Enhance BEC visibility with comprehensive media relations/ communication plan
 - Develop, implement and monitor fund development budget
 - Lead Board fund development effort
 - Plan fundraising events/ activities and provide necessary management to ensure success
 - Recognize contributions as agreed to with donor
- Quality execution of fund development plan, including attainment of revenue objectives within budgeted expenses
- Establish and maintain accurate donor database
- Ensure the timely and accurate processing and reporting of gifts and pledges
- Provide timely, effective communications to: solicit donations through presentations and proposals; maintain correspondence with major prospects and donors; thank donors for their contributions

Qualifications

- Minimum bachelor's degree
- Demonstrated ability to create and deliver fundraising plan and goals
- Excellent written and communication skills, as well as strong presentation ability
- Minimum 3 years progressive responsibility in fundraising and proven track record of success
- Excellent interpersonal skills and the ability to be an effective team player
- Working knowledge of and experience in the philanthropic community
- Computer proficiency with MS Office products

How to Apply

Please submit your cover letter and resume to the Business Education Compact: 12655 SW Center St.; Suite 430; Beaverton, OR 97005; or email apply@becpdx.org.

Application Deadline

This position will be open until filled