



# Development Officer

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**TITLE:** Development Officer

**SUMMARY:** The Development Officer leads fundraising and development efforts for Zephyr Point Presbyterian Conference Center. The Development Officer will design and implement a comprehensive donor relations program to achieve fundraising outcomes, capital fund objectives, and constituent engagement. Development responsibilities include the annual fund, church and foundation support, individual major gifts, and planned-giving. The Development Officer serves as a member of Zephyr Point's Leadership Team.

**SALARY RANGE:** Salary Range B (\$77-\$97k). Full benefit package including medical and retirement benefits through the PC(USA) Board of Pensions.

**STATUS:** Full-time

**CLASSIFICATION:** Exempt

**SUPERVISOR:** Executive Director

**ESSENTIAL FUNCTIONS OF THIS POSITION:**

- A. Design and implement fundraising strategies for Zephyr Point Presbyterian Conference Center, including the Annual Campaign, Capital Campaigns, and Planned Giving Programs.
- B. Identify, cultivate, and manage a portfolio of current and prospective donors, soliciting Planned and Major Gifts.
- C. Lead Development efforts to strengthen the Zephyr Point brand, working together with other Zephyr Point marketing and communication staff to achieve cohesion in the design and development of Zephyr Point promotional materials.
- D. Lead, evaluate, and oversee systems for the maintenance, research, and reporting of donor activity, including methods and frequency of communication.
- E. Support the Executive Director and Zephyr Point Board members in identifying potential development opportunities, coordinating visits and events.
- F. Serve as primary liaison to the Zephyr Point Board of Directors Development Committee.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- A. A deep commitment to the ministry and mission of ZPPCC. Supportive of Zephyr Point's philosophy and objectives.
- B. Ability to maintain/strengthen good working relationships with staff, Board, guests, and community.
- C. Possession of good communication skills and personality conducive to public relations and fundraising
- D. Excellent skills in planning, organizing, directing, and managing.
- E. Courageous, creative, flexible, and optimistic personality.
- F. Ability to ask for money and teach others to do the same.
- G. Excellent oral and written communication skills, as well as the ability to interact professionally, courteously, and effectively with individuals of diverse backgrounds at all levels.
- H. Ability to work independently and efficiently, to plan and prepare for assigned tasks, and to maintain a flexible schedule.

## **QUALIFICATIONS:**

- A. Bachelor's degree required. Graduate degree in related field desired.
- B. Minimum of 5 years fundraising experience with demonstrated success in institutional advancement.
- C. Intimate knowledge of and familiarity with the PC(USA). Demonstrated leadership within the PC(USA) desired.
- D. Proficiency in standard office software platforms including database management and Microsoft Excel, Outlook, and Word. Knowledge of various Donor Management systems.

## **PHYSICAL DEMANDS & WORK ENVIRONMENT**

Possibility of a primarily remote position for someone living within the bounds of the Synod of the Pacific, or the Synod of Southern California & Hawaii. Extensive travel required.

When on site at Zephyr Point, physical demands and work environment characteristics including, but not limited to, lifting/ moving up to 25 pounds, walking on unstable grounds up to 1 mile, and exposure to variable seasonal weather conditions, moving machinery, and moderate noise are representative of those that may be required of an employee to successfully perform the essential functions of this job.

In compliance with applicable disability laws, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

*Other duties may be assigned. Should such duties become routine, the job description will be reviewed and revised.*

Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Executive Director Signature \_\_\_\_\_ Date \_\_\_\_\_