



Delores Barr Weaver Policy Center Position Description

Position Title: Development Officer

To apply, send resume and cover letter to careers@seethegirl.org, with subject line "Development Officer."

Purpose of Position

The purpose of this position is to develop and oversee fundraising strategies that support and align with organizational needs and to cultivate and continue relationships with current or prospective individual, corporate donors and foundations.

Essential Functions

- Develop and execute the annual fundraising plan aligned with the agency's strategic plan
- Identify and cultivate relationships with prospective donors, including individuals, corporations, and foundations at the local, state and national levels
- Maintain relationships with existing donors
- Collaborate with communications staff to develop and oversee effective and timely donor communications strategy
- Ensure timely and accurate delivery of reports to funders
- Collaborate with staff on the management and planning of fundraising events and donor cultivation events
- Collaborative with communication staff to develop marketing collateral related to fundraising initiatives
- Identify grant funding opportunities as the local, state, and national level
- Coordinate a pool of consultants to assist with the writing and execution of funding proposals

Secondary Functions

- Represent Policy Center on committees and in community meetings
- Serve as backup for selected communications functions

Required Knowledge, Skills, and Abilities

Organizational:

- Understanding of Girl-Centered Principles – Understands girl-centered principles and is willing to grow in knowledge of these principles
- Growth-Mindset – Receptive to feedback, willing to learn, embraces continuous improvement
- Solution-Oriented – Brings possible solutions when presenting obstacles or challenges to supervisor
- Collaborative – Seeks input and buy-in from girls, teammates, and external partners as appropriate

Individual:

- Knowledge of local, state and national grant-making foundations
- Knowledge of grant writing processes (with experience in government grants desirable)
- Skill in using donor-relations software to enhance development strategy
- Ability to write clearly and persuasively
- Ability to speak comfortably in front of crowds of all sizes
- Facility in interpersonal communication

Supervisory Responsibility

This position will oversee the work of independent contractors hired to assist the agency in grant writing and other fields as needed. This position may also be assigned to supervise staff and/or volunteer interns.

Work Environment/Physical Demands

This position operates in multiple environments, including professional offices, locked detention facilities, schools, and community sites with varied levels of accessibility. This role routinely uses standard office equipment such as computers and phones and transports supplies such as books, art materials, and food.

Position Type/Expected Hours of Work

This is a full-time position. The nature of the work sometimes requires employee engagement outside of traditional office hours, including evenings and weekends.

Travel

This position requires regular travel throughout the Jacksonville metro area and surrounding counties, and travel throughout the state of Florida and nationally.

The individual who fills this position must have a valid driver's license and will be required to maintain personal auto liability insurance while employed with the Policy Center.

Required Education and Experience

1. Bachelor's Degree
2. 8 years' related work experience

Individuals with an equivalent combination of education and experience may be considered for the position.

Preferred Education and Experience

Experience in non-profit organization with a proven track record of fundraising

Work Authorization/Screening Requirements

This employer participates in E-Verify. Upon offer and acceptance of employment, DBWPC will provide the federal government with the hired individual's Form I-9 information to confirm that the individual is authorized to work in the U.S.

The employee who fills this position is required to complete fingerprint-based AHCA Clearinghouse background screenings for the Florida Department of Juvenile Justice (Caretaker) and the Florida Department of Children and Families (Mental Health.)

AAP/EEO Statement

The Delores Barr Weaver Policy Center is committed to building a diverse staff that reflects the populations served by its programs. We strongly encourage applications from qualified individuals of color and qualified individuals who identify as lesbian, gay, bisexual, transgender, and/or gender non-conforming.

DBWPC, Inc. is an equal opportunity employer and does not discriminate in the terms, conditions, or privileges of employment on account of race, age, color, sex, religion, national origin, gender, sexual orientation, gender identity, gender expression, marital status, age, veteran status, physical or mental disability, or otherwise as may be prohibited by federal and state law. DBWPC, Inc. complies with applicable federal, state, and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Other Duties

This job description is not intended to contain a comprehensive listing of the duties and responsibilities that are required of the employee who fills this position. Duties and responsibilities may be adjusted at any time to best fit the needs of the Policy Center.