



Position: Senior Development Officer

Position Summary:

Under the supervision of the Chief Development and Communications officer, the Senior Development Officer will play a key role in promoting growth through various fundraising efforts. The successful candidate will be a skilled relationship manager who will steward and deepen engagement with current donors, while identifying, cultivating, and securing new funding opportunities. The Senior development officer will also be responsible for setting and achieving annual fundraising targets and for developing long-term strategic development plans. In partnership with the CDO, the Senior Development officer will assist in building and further establishing the development program through design and implementing fundraising strategies aimed at securing diverse revenue streams and resources from direct mail fundraising, annual gifts, major gifts, and planned gifts.

Essential Job Functions:

- Identify, research, cultivate, steward, and solicit individual, foundation, and corporate donors for new, renewed, or increased funding sources.
- Strengthen strategic funding relationships with key stakeholders and major philanthropic partners.
- Partner with CDO to develop and execute a strategic annual development plan for special events, appeals, and donor cultivation.
- Work to meet activity and fundraising metrics/goals.
- Management of the Development Departments' daily tasks and duties.
- Mentor and oversee other staff and consultants on the development team to meet fundraising metrics and department goals.
- Collaborate with the CDO to prepare annual budgets and projections.
- Present on Afya's behalf to funders/prospects and other groups and partners in person and via other technologies.
- Prepare and oversee grant applications, fundraising proposals, and other communication materials.
- Oversee the tracking, monitoring, and reporting of all major contacts and activities with donors and prospects through CRM system.
- Create policies and procedures for Development Department Operations
- Other duties as assigned.



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www.afyafoundation.org



Required Qualifications:

- Advanced degree from an accredited institution, BA/BS required
- 6-7 years of fundraising experience with excellent networking capabilities
- Proven track record as an innovative and accomplished fundraiser
- Experience working with non-profit organizations
- Comfortable in a startup environment
- Ability to take initiative, be a self-starter, anticipate and meet deadlines
- Excellent analytical abilities that can be applied in aligning the organization's objectives with available funding opportunities
- A general understating of marketing, promotion, branding, and communications strategy
- Skills and discipline to use donor management systems and other technologies necessary in an international fundraising structure
- Strong interpersonal skills and written and oral communication skills

Salary: 70-80K

Benefits: Health, Dental, Vision 401K, Generous PTO and Holiday Schedule

To apply: please send a current CV and cover letter to careers@afyafoundation.org with "Senior Development Officer." in the subject line.



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