



CLASS SPECIFICATION

Class Code: 60005008
Date Established: 10/1989
Last Reviewed: 01/2023
Last Revised: 01/2023
Last Title Change:
FLSA: non-exempt
Probation: 12 months

DEVELOPMENT OFFICER

DEFINITION

Under general direction, directs and performs a variety of complex administrative, budgetary, and creative development services to meet department fundraising objectives; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in journalism, communications, liberal arts, or a related field AND two years of full-time experience in professional fund-raising activities; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license may be required at the time of appointment.

SUPERVISION EXERCISED

May provide work assignment and direction to clerical support staff and other project-related staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Assess fund raising needs and establish goals and objectives to meet needs.

Plan and organize short-range and long-range fund-raising programs such as annual gifts, capital campaigns, deferred gifts, and corporate and foundation gifts.

Implement and oversee fund raising programs and activities.

Assess the effectiveness of the various fund-raising programs and make appropriate recommendations to enhance the department's financial resources and the development function.

Attend community and business meetings and participate in professional and civic organizations in an effort to promote the department and advance fund-raising activities.

Obtain donations, grants, in-kind support, and volunteer efforts in order to develop and maintain liaisons with private citizens, businesses and organizations.

Assist support groups and volunteers in their strategic planning, continuing education, and fund development skills; may coordinate or assist with coordination of volunteers as needed.

Identify, research, and cultivate prospective donors, agencies, foundations, corporations, and support groups to further the goals of the program.

Work closely with various internal and external stakeholders to create public relations plans and materials to dovetail with development efforts.

Design special materials for public education and outreach.

Prepare grant proposals for special projects and programs; provide progress and final reports associated with grants.

Prepare reports and develop recommendations and/or procedures for grant contracts and projects, maintaining appropriate financial records, including records of gift funds.

Coordinate and train staff on use of computerized donor databases.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Organizational structure of Washoe County as it relates to programs and activities of assigned area(s).

Institutional and endowment fund raising methods and techniques.

Local businesses, governmental agencies, community resources, and professional organizations related to the assigned program.

Computer software specific to the department/division.

Ability to:

Prepare and track grant proposals.

Monitor budgets and grant requirements to ensure appropriate reporting and compliance.

Evaluate the effectiveness of fund-raising efforts.

Develop and implement recommendations regarding work procedures and cost-effective services.

Interpret and apply regulations, policies, and procedures.

Gain credibility among constituents and co-workers as a trusted, credible representative of Washoe County.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Public relations and human relations techniques including development of materials appropriate for targeted audiences.

Fundraising practices and principles.

Generally accepted principles of financial management.

Principles of program planning and direction.

Nonprofit organization and management.

Ability to:

Plan, coordinate, and direct fund-raising programs and activities to accomplish goals and objectives.

Assign and monitor the work of staff and/or volunteers assigned to specific projects.

Analyze data/information/situations and provide innovative solutions to generate supplemental revenues for various needs, anticipate consequences of proposed actions, and make appropriate responses or recommendations.

Research, compile, tabulate, analyze, and interpret data and information.

Prioritize and organize work to meet schedules and timelines.

Use a personal computer and a variety of software packages, including desktop publishing.

Communicate effectively; prepare and present clear, concise, and accurate statements and reports; make persuasive visual and oral presentations; tailor the message to the intended audience.

Write correspondence, memoranda, grants, administrative summaries, reports, and other documents in a clear, concise manner to a variety of audiences.

Use tact and diplomacy in stressful situations.

Negotiate conflict and build consensus.

Maintain confidential data and information.

Maintain effective working relationships with the general public, community groups, division staff, volunteers, and representatives of other departments.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to work in a professional office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment, telephone, computer, printer, copiers, and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.