

# **Development Officer Asante (Foundation)-397**

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## **Summary**

Generates financial and community support for Asante through the Asante Foundation. Responsibilities include: collaborating with the Major Gift Officers (MGO) team, planning, organizing, and implementing assigned programs and events for Asante Foundation with a focus on donor prospect management. Making presentations to interested organizations, individuals and corporate solicitations as well as acting as a representative of Asante Foundation internally. All duties are performed in a manner consistent with the mission statement and guiding values of Asante Foundation and Asante.

## **Other Information**

2 years of successful fundraising experience in a non-profit or related environment, including: major gifts, annual giving, corporate relations, direct mail and grant writing. Experience in planning, implementing, and coordinating project work activities. Ability to work with donors and volunteers. Experience with database and research technique. Experience in event organization. Working knowledge of computer programs such as but not limited to Excel, Word, and PowerPoint.

## **Education**

Essential:

\* Bachelor's Degree

## **Credentials**

Nonessential:

\* ODL-Oregon Driver License

## **Working Conditions**

Essential:

- \* Phy-Continuously stand/walk or lift/handle/carry 20-50lbs
- \* Enviro-Indoor-Comfortable area
- \* Hazards-No exposure to blood or body fluids
- \* HIPAA-Treat-No Access
- \* HIPAA-Pay-No Access
- \* HIPAA-Ops-No Access

## **Competencies**

Essential:

\* Competencies have yet to be defined for this position

## **Responsibilities**

- 1 Assist in developing and communicate the vision and strategic initiatives that are essential to achieving the Foundation's goals.
  - 1.1 Develop and communicate clear, prospect management strategies and action plans to raise \$500,000 or more annually to provide funding for the Foundation's mission and work to grow additional revenues.
  - 1.2 Serve as a member of the Major Gift Officer team, influencing and driving relationships and best practices to accomplish financial goals.
  - 1.3 Develop, organize, and steward a portfolio of relationships and activities that reflect the vision of the organization and support the achievement of foundations' goals. Measurement: direct observation, peer review and volunteer review.
- 2 Demonstrate effective leadership, facilitating the successful participation of Asante's staff, volunteers and donors in philanthropy efforts.
  - 2.1 Provide leadership and support to staff, volunteers, physicians, and donors.
  - 2.2 Motivate and engender enthusiasm toward the work of the Foundation among staff, volunteers, physicians, and donors.
  - 2.3 Support MGO Team in event planning. Measurement: direct observation, peer review and volunteer review.

- 3 Demonstrate effective fundraising through prospect management and qualification visits.
  - 3.1 Coordinates the research, planning, preparation and implementation of prospect management. Provides guidance and assistance to the Foundation staff.
  - 3.2 Maintains system for recording and tracking of donors and creating donor strategy. Measurement: direct observation.
- 4 Meet all productivity and achievement goals identified and assigned in annual and long-term foundation plans.
  - 4.1 Work well in a team environment to accomplish designated goals.
  - 4.2 Exercise sound judgment and make independent decisions when called for.
  - 4.3 Manage time and priorities successfully to complete assigned tasks.
  - 4.4 Recognize and utilize opportunities to foster partnerships.
  - 4.5 Be efficient and resourceful in the performance of all responsibilities.
  - 4.6 Successfully achieve all individual goals defined in the annual strategic plan. Measurement: direct observation, compliance with tasks/goals identified in the Foundation's annual and long -range strategic plans.
- 5 Coordinate, develop, and implement year-long fundraising programs.
  - 5.1 Achieve all individual financial goals as assigned in the annual strategic plan.
  - 5.2 Develop initiative strategies with the Major Gift Officer Team that conforms to Board policies and financial parameters.
  - 5.3 Successfully implement resourceful and cost-effective activities, conforming to approve budget parameters.
  - 5.4 Ensure that the foundation operates as necessary to make a significant contribution toward organizational excellence. Measurement: direct observation, and compliance with quantitative goals.
- 6 Matches prospects with appropriate initiatives and events to identify and cultivate major and planned gifts working with the Major Gift Officer Team.
  - 6.1 Identify prospects and submits proposals to individuals.
  - 6.2 Tracks solicitation for all proposals.
  - 6.3 Capture stewardship opportunities for donor stewardship.