

Position Opening

Development Officer

Employment Status: Fulltime
Salary Range: \$51,686 - \$57,090 per year, DOQ
Application Process: Applications will be received until position is filled. Applicants are requested to submit cover letter that presents their case and interest in the position, salary requirements, along with current resume commensurate with posted job description to director@thevillagegroup.org

Full Job Description

The Village Group is a non-profit located in Georgetown, SC. The Village Group is dedicated to equipping youth with tools to build a sustainable community. Our focus areas are college and career readiness, cultural education, and economic development. The Development Officer will work to increase the visibility of The Village Group's community work and to create new ways of engaging existing and new donors.

The Development Officer is responsible for building a culture of philanthropy while creating, implementing, and monitoring a fundraising plan that involves corporate, foundation, individual, and major donors, brand experiences, and digital presence. The position leads a robust fundraising and marketing & communications team to increase awareness, visibility, and fundraising results. The Development Officer collaborate closely with the Executive Leadership and community staff as well as operational functions across the organization. The Development Officer is expected to exemplify The Village Group's vision, mission, values, and commitment to the community.

Qualifications

- Bachelor's Degree
- Experience in the area of fundraising, communications, and/or marketing
- Documented record of success in strategic initiatives and fundraising outcomes
- Proficient in Microsoft 365 (Word, Excel, PowerPoint, TEAM, OneDrive, SharePoint, Access)

Desired Skills, Knowledge, and Abilities

- Excellent leadership abilities, including interpersonal, communication, and public speaking skills and a strong sense of personal accountability to ensure project completion.
 - Ability to build and sustain relationships with many constituencies, including corporations, major donors, innovative and non-traditional funding sources, and across internal departments.
 - Strong commitment to racial equity.
 - Strong attention to detail
 - Ability to think proactively and function independently
 - Good organization skills with the ability to manage heavy workloads and multiple tasks
 - Ability to travel in Georgetown County and surrounding areas as required
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45% Fundraising and Donor Engagement

- Implement a quantifiable and measurable fundraising strategy to achieve the organization's programmatic goals.
- Adjust fundraising plan as needed to respond to opportunities and changing funding and programmatic landscapes.
- Set a culture of engaging donors and funders as thought partners and collective problem-solvers to equip youth with the tools to build a sustainable community.
- Work with the Executive Leadership team to solicit and secure major gifts from individual, corporate, and foundation donors.
- Oversee the management of the donor database and provide guidance on technology needs and best practices to build an effective fundraising department.

35% Marketing and Communications

- Oversee the creation and implementation of an annual internal communications plan to ensure staff are knowledgeable and engaged ambassadors for the organization and that communications are on message across the board.
- Advise on cohesive cross-sector messaging for initiatives and outreach targeting both public and private sectors.
- Advise on vision and strategy for brand experiences including major signature fundraising events as well as ongoing brand sponsorships and partnerships.
- Develop and implement effective communication strategies that build community engagement with programs, brand awareness, and donor satisfaction
- Plan and manage the design, content, and production of all marketing materials

20% Other Duties as Assigned

- Collaborate with partners, external stakeholders, and relevant coalitions on special projects.
- Engage in professional development opportunities when available
- Travel in and out of state as necessary to fulfill job duties and support program deliverables, including but not limited to conferences, seminars, meetings, summits, trainings, etc.

The Village Group is an equal opportunity employer. We are guided by all Federal and State regulations regarding hiring practices and compensation. We do not discriminate on the basis of race, religion, national origin, color, sex, sexual orientation, age, veteran status, or disability. It is our intention that all qualified applications be given opportunity and that selection decisions are based on job related factors.

All personnel seeking employment with The Village Group, must agree to a criminal background check conducted by GCSD and a Child Abuse registry check