



JOB DESCRIPTION: Development Specialist

Reports To: Resource Development Director

Position Status: Full -Time (40 HRS)

POSITION SUMMARY:

Under the direct supervision of the Resource Development Director, the Development Specialist will be responsible for designing and executing a comprehensive grant application and management strategy. This entails working with Development, Programs, and Finance peers to understand Gateway Center funding needs, researching public and private funding sources that match the needs, preparing and submitting proposals and grant applications, maintaining grant application schedules and tracking, and keeping Gateway Center management informed of grant application status and progress. The Development Specialist will build upon the progressive approaches our Development Officer and CEO, have laid out in our Development Plan.

The Development Specialist will also be responsible for maximizing the effectiveness of the donor database (**Raiser's Edge NXT**) through data management, analysis, and reporting. This person will be the donor database "power user" and in-house expert with a special emphasis on extracting data, and maintaining constituent records. He/She will be responsible for updating constituent records on an ongoing basis to ensure accurate information.

The Development Specialist will develop and maintain cordial working relationships with funding source contacts and Gateway Center colleagues.

PRINCIPAL ACCOUNTABILITIES:

- Research and write public and private grants to expand sustainable funding sources for gateway Center programs and services.
- Manage each grant project, including researching any foundation match, writing the proposal, and providing reports and evaluations.
- Ensures accurate data collection and data integrity through regular data checks and reviews of donor records and fields
- Works directly with the Development Team and others to capture, maintain and extract detailed reports and data in a timely manner regarding Gateway Center donors, events, volunteers and clients through Raiser's Edge
- Files gift entry paperwork according to Gateway Center policy
- Implement the gift acknowledgement process in a timely basis with the highest level of accuracy (Includes preparation of letters, securing proper signatures, photocopying, and filing)
- The identification, removal, resolution and integration of conflicting or duplicate records
- Maintenance and correction of all demographic and personal data

Job Description

Development Specialist



- Proactively engages in training and brings best practices and innovations regarding donor database to the benefit of the team and meeting fundraising goals
- Manage all online contributions and ensure transition into the donor database
- Coordinate month end reconciliation with the Finance Department
- Support preparation of the Resource Development Committee
- Submit monthly reports to supervisor
- Participate in staff development and all required Agency meetings
- Perform other related duties as requested.

QUALIFICATIONS:

- Bachelor's degree in business, marketing or non-profit leadership required
- 2 years minimum experience in professional fundraising preferred
- Candidate will possess a strong proficiency and demonstrated progressive use of Raiser's Edge NXT donor database software, as well as a strong proficiency using Microsoft Excel.
- Excellent written and verbal communications skills and the ability to engage and effectively communicate with a broad range of individuals
- Adaptable, curious and articulate
- Commitment to a positive, solution-focused work environment and the clear intention to meet agency expectations
- Ability to maintain an optimistic and positive working attitude in the face of funder rejection of submitted proposals.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is regularly exposed to airborne pathogens. The noise level in the work environment is usually moderate.



EQUAL EMPLOYMENT OPPORTUNITY COMMISSION:

Gateway Center is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, national origin, ancestry, religion, age, citizenship, sex, marital or veteran status, disability or handicap, sexual orientation or any other basis prohibited by applicable law. Gateway Center also takes affirmative action to employ, and advance in employment, qualified women, minorities and covered veterans. Gateway Center also makes reasonable accommodations for qualified individuals with disabilities, in accordance with the Americans With Disabilities Act and applicable state laws.