



Position: Development Officer

FLSA Classification: Full-Time Exempt

Reports To: Vice President of Strategy

Purpose:

The Development Officer is responsible for the planning and implementation of South Arts' fundraising efforts, with a particular focus on individual and corporate support for high priority programs.

Position Overview

The Development Officer will be the first dedicated staff person in a department that is expected to include several individuals, including a VP of Advancement, which is currently vacant.

The Development Officer is a critical role for a growing organization that seeks to enhance both programmatic and unrestricted revenue. The position currently has no direct reports but does have administrative support.

Responsibilities:

- Plan and implement annual fundraising efforts with a particular focus on individual and corporate support for high priority programs
- Propose goals for individual and corporate giving for annual budget
- Prepare sponsorship and grant requests
- Develop and maintain a relationship with the Board of Directors, particularly with the Development Committee, to collaborate on strategy, steward current donors/funders, and identify new prospects
- Develop a donor relations strategy to build stronger and deeper relationships
- Plan and implement email, social media, and traditional mail solicitations to grow the base of individual supporters
- Collaborate with Communications team to ensure that donors/funders receive appropriate recognition for their investments
- Develop reports to show growth and retention rates across donor categories
- Provide support to executive leadership for major gift fundraising
- Other duties as assigned

Education:

- Bachelor's degree in a relevant field is preferred
- Additional certifications considered a plus

Experience:

- A minimum of five years' experience in successful revenue generation, preferably in the nonprofit field; experience in a related field or job functionality required
- Proven success leading and managing fundraising at the organizational level

Requirements

- Excellent written and oral communication skills.
- Basic knowledge of MS Office, with advanced knowledge of:
 - Outlook - scheduling meetings, managing calendars, use of rooms and other advanced functions; also managing, importing, and exporting contacts; task management.
 - Word - document formatting, review options/tracking, mail merge, layout options.
 - Excel - spreadsheet creation; column and row formatting; data sorting; page formatting, including borders, gridlines, and use of headers and footers.
 - SharePoint - file and data sharing collaboration.
 - Microsoft Teams - file and data sharing collection.
- Basic knowledge of online systems including:
 - CRM - constituent relationship management systems; some Salesforce experience beneficial.
 - Basic knowledge of creating marketing/promotional level documents for internal and/or public use.

Other Requirements:

- Occasional travel up to 25% - 30% of the time.
- The position is based in Atlanta, which means either re-locating to Atlanta or being in Atlanta as needed. At this time, it is projected to be at least two times a month.

Physical Requirements:

- Sedentary work - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time.
- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.
- Use of fingers - Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling.

Salary and Benefits:

Salary – \$70,000, annually. Negotiable depending on education and experience.

Benefits – South Arts offers an excellent benefits package that includes health, dental, and life insurance; long-term and short-term disability; vacation; paid holidays; and a 403(b) plan with company match.

Application Submission: Deadline: Open until filled

Email resume and cover letter to:

Attn: Human Resources

E-mail to: hr@southarts.org

South Arts' mission is advancing Southern vitality through the arts. South Arts is a non-profit regional arts organization founded in 1975 to build on the South's unique heritage and enhance the public value of the arts.

South Arts' work responds to the arts environment and cultural trends with regional perspective. South Arts' offers an annual portfolio of activities designed to address the role of the arts in impacting the issues important to our region, and to link the South with the nation and the world through the arts.

The organization works in partnership with the state arts agencies of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee. It is funded by the National Endowment for the Arts, member states, foundations, businesses, and individuals.

For more information about South Arts, please refer to our website at www.southarts.org

Equity Statement:

South Arts is an inclusive employer and adheres to Equal Employment Opportunity Commission standards. South Arts does not and shall not discriminate on the basis of race, color, ethnicity, national origin, religion, age, disability, genetic information, gender, gender expression, sexual orientation, pregnancy, marital status, military status, economic status, or geographic location in any of its activities or operations.