



Job Title:	Development Officer	Department	Development (22)
Status:	Salary	HR Revision Date	02/03/2023 - MF
Manager Report:	Chief Advancement Officer		

About the Organization

Inspiration Ministries (IM) is a faith-based provider of services and programming for adults with disabilities located near beautiful Lake Geneva, Wisconsin. IM stands out from other residences because of our warm, loving, family environment and Christ-centered vision. All our Residents are treated with dignity and respect by a staff that is passionate about seeing each person grow in his or her highest level of independence.

Mission Statement

“Helping people with disabilities **THRIVE** in Christ-centered community.”

Core Values

- ✓ We believe in the authority of God’s Word
- ✓ We believe Jesus Christ is central to all we do
- ✓ We believe in the value of every person, no matter their ability
- ✓ We believe in humble service
- ✓ We believe in helping people achieve their very best
- ✓ We believe in transparency and integrity in all we do

STARS Standard

Inspiration Ministries’ mission is one of achieving the very best for the Residents who trust each employee with their lives. The act of achieving the very best for Residents is both a team and individual effort which allows employees to strive for the STARS. That means Inspiration Ministries employees agree to achieve STARS Standards each and every day as outlined below.

- **Servant** – One who is Christ-like, humble, helpful, committed and empathetic.
- **Team** – One who draws people together, unifies, encourages shared ideas, and fosters open communication.
- **Achiever** – One who is loyal to the mission and goes above and beyond to achieve goals that move the ministry forward.
- **Respect** – One who is kind, patient, and affirms the value of others while being open and approachable.
- **Skilled** – One who uses their knowledge, gifts, skills, and expertise to perform their job exceptionally, is teachable, and continually pursues professional growth.

Development Officer

Inspiration Ministries / Inspired is seeking a self-motivated individual who is skilled at building and cultivating relationships with donors, donor prospects, and community members/leaders.

The Development Officer is responsible for developing strategies for the qualification, cultivation, solicitation, and stewardship of donors with special focus on four and five figure multi-year gifts to support Inspired’s training program, as well as the operational and capital needs at Inspiration Ministries.

Requirements

Average Number of Hours: 40+

Status: Salary (exempt FSLA)

Years of Experience: 3 years or more of major gift fundraising experience required

Education: Bachelor's Degree

Technology: Office 365 (Word, Excel, PowerPoint, Outlook), RE NXT (Donor contact management)

Certifications/Requirements:

- Able to work some nights and weekends.
- Valid Driver's license with clean driving record.
- Strong computer and communication skills.
- Excellent verbal and written communication and presentation skills.
- A passion for the mission and vision of Inspired and Inspiration Ministries.

Major Duties: (95% of Job)

1. Inspired (75%)

- Work with the Chief Advancement Officer to develop and manage a portfolio of 150+ donors and prospects. Donor portfolio will be comprised of Individuals, Corporations, Organizations, Churches and Private and Public Foundations.
- Implement a comprehensive fundraising plan to meet or exceed annual fundraising goals.
- Participate in each step of the donor pipeline: Qualification, Engagement, Cultivation, Solicitation and Stewardship.
- Build and maintain strong relationships with existing and potential major donors through regular communication, meaningful contacts/visits and stewardship activities.
- Attend local community events and build relationships with key community leaders.
- Coordinate high level 3rd party fundraising events.
- Attend Inspired & Inspiration Ministries events.
- Work with Inspired staff to develop community leads and customer prospects.
- Seek out and submit LOIs and foundation grant proposals.
- Work with the Occupational Training Director to report Inspired Trainee progress to donors through video updates, printed materials, blogs, social media posts, etc.
- Coordinate commercial coffee partner relationships.
- Track quarterly goals and provide monthly updates on progress.
- Develop relationships with the Inspired staff and trainee families.
- Attend bi-weekly Inspired core team meeting and provide updates on development efforts.
- Work with social media coordinator to provide updates to Facebook/Instagram.
- Seek out community sponsorships for Inspired events and programs.
- Speak at local civic groups, churches and other organizations (Rotary, Lions Club, etc..) and give updates on Inspired progress.
- Assist in the marketing efforts and merchandise selection for Inspired.
- Other various duties as assigned.

2. Inspiration Ministries (25%)

- Introduce Inspiration Ministries to donors and prospects.
- Manage a portfolio consisting of 25% Inspiration Ministries/General Operations donors.
- Assist in the writing of donor materials, marketing materials and direct mail pieces.
- Seek out and submit LOIs and foundation grant proposals.
- Other various duties as assigned.

Minor Duties (5% of Job):

- Assist in various projects assigned by the Vice President of Advancement or President.
- Assist with special events.
- Participate in and provide input for IM committees or development groups when requested.
- Participate in and provide input for IM strategic planning when requested.
- Attend and participate in mandatory meetings.