



Job Description: Development Officer

About Capital IDEA

Capital IDEA is an Austin-based nonprofit dedicated to lifting working adults out of poverty and into living wage careers through education. Partnering with Austin Community College, Capital IDEA provides a range of wraparound services designed to help low-income adult students succeed in school and enter high-paying, in-demand jobs.

About the Position

The Development Officer contributes to the success of Capital IDEA's fund development efforts through grant writing and reporting, event coordination, prospect research, and donation tracking and acknowledgment. The Development Officer works closely with the Development Director to create and implement a comprehensive annual fundraising plan (which includes both public and private support) totaling more than \$5 million per year.

Essential Job Responsibilities:

- **Grants:** Research, write, and submit grant proposals to foundations, corporations, and local, state and federal government entities. Monitor and analyze grant outcomes and prepare and submit reports to funders. Track grant deadlines and collaborate with staff to ensure grant contract compliance.
- **Events:** Oversee the planning and coordination for Capital IDEA's annual Celebration of Achievements Luncheon as well as biennial Ice Cream Social.
- **Annual Giving:** Implement annual giving strategies for individual donors including Amplify Austin participation, holiday solicitation, and other projects as assigned.
- **Donation tracking and acknowledgment:** Enter and track donations, donor information, and contacts in the Constituent Relationship Management (CRM) database. Acknowledge gifts in a timely manner and coordinate additional recognition when necessary.
- **Communications:** Collaborate with the Senior Communications Officer to create messaging and schedule communications for development and fundraising. Provide updated information for Capital IDEA's website and social media accounts regarding donor acknowledgments and contractual obligations that require public statements.
- Represent the organization at meetings, conferences, and other community events, as needed.

Minimum Qualifications and Required Skills

The ideal candidate will have a bachelor's degree and at least three years' professional experience in nonprofit fund development, grant writing, grants and contract management or related field. Must be able to write clear and compelling prose, have strong attention to detail, and a demonstrated ability to meet deadlines. Proficiency with Microsoft Office Suite is required as well as experience with donor management software. Occasional evening and weekend events are required.

To Apply

Email cover letter, resume, and three references to Amy Silvey, Development Director at employment@capitalidea.org. No phone calls.

Deadline: Sunday, July 15, 2018 | Estimated start date: August 20, 2018