



## POSITION DESCRIPTION

Position title	<b>Development Officer</b>
General description	Plans, develops and implements a comprehensive development program that supports the strategic objectives of the Society.
Reports to (title)	<b>Deputy Executive Director</b>
Department	<b>Development</b>
Status	<b>Full time, Exempt</b>
Date	<b>November 1<sup>st</sup>, 2018</b>

### Major Duties and Responsibilities

- Develops short- and long- term fundraising strategies and oversees tactical fundraising campaigns.
- Identifies and cultivates prospective funding sources (e.g., foundations, federal agencies, corporations and individual donors).
- Prepares and maintains the Development Office annual plan and budget.
- Develops and maintains interdepartmental relationships, and provides support for other functions that support the goals and objectives of the Development area.
- Coordinates proposal development meetings and activities with program staff. Works to increase philanthropic support for APS through the development and implementation of proposals that will appeal to a diverse group of funders.
- Oversees the Society’s proposal submission activities.
- Maintains donor relationship and develops relationships with potential donors.
- Prepares/Oversees required reports to donors.
- Oversees tracking of fundraising proposals and reports and communicates deadlines and deliverables to appropriate APS staff.
- Provides other relevant support to revenue generating efforts of the Society’s other departments.
- Prepares relevant reports for, and serves as advisor to, the Executive Director. Contributes to the design and execution of the organization’s overarching development programs.

**Incumbent is expected to perform other duties as assigned in support of the organization’s goals and the Society’s needs.**

Position titles of direct reports	# in position	# supervised by direct reports	
		Exempt	Non-exempt
Development Assistant	1		1



Knowledge & Skills	Indicate the <b>minimum</b> education level (or equivalent experience) required in your position.		List the skills applicable to your position and indicate the <b>minimum</b> proficiency required: A= Novice; B= Proficient; C=Expert		
	Check those which apply	Subject or major field of study	Skill (Specify equipment/system)	Minimum Proficiency	
		High school		Knowledge of grant writing and application processes and fundraising techniques and strategies	C
		Prof/technical		Experience developing and implementing fundraising plans	C
	X	Bachelor's degree	Business, development, or biology/physiology preferred	Work within the team and among teams to ensure that decisions are made to further the organization's goals	C
		Master's degree (preferred)		Experience in grant writing preferably with multiple funding agencies	B
	X	Other (PhD considered)		Verbal and written communications skills	C
				Business judgment and decision-making skills	C
				Able to take initiative and execute several projects simultaneously	C
				Ability to meet deadlines	C
			Knowledge of physiology or biology	B	

Decisions	Give two or three examples of decisions you make or actions you may take without prior approval.	Develop and identify donors for specific APS programs and/or activities  Develop a member fundraising campaign and successfully implement incorporating information about donations into the APS donor website.
	Give two or three examples of decisions you refer to a higher authority.	Strategic planning for fundraising initiatives requires concurrence of the Executive Director.  Requests for the expenditure of funds in excess of budgeted amounts.

Guidelines	Indicate any special policies, formal procedures, or precedents that guide your work.	APS Bylaws/Operational Guide  Strategic Plan Objectives  IRS code for nonprofit organizations
	Indicate the work that requires you to apply the greatest amount of judgment.	Deciding how to approach individuals and organizations who may be good prospects for fundraising approaches.  Management of multiple fundraising initiatives under tight deadlines.  Evaluate and decide if and when to act on efforts to solicit funds from companies and/or foundations.



<b>Challenges</b>	Briefly describe the most difficult problems you encounter and complex tasks you perform in your work.	<p>Difficult: Triaging and executing multiple projects simultaneously under tight deadlines.</p> <p>Complex: Identifying individuals, corporations, and foundations to determine their areas of interest and how their interests align with APS strategic objectives.</p>
	Briefly describe the work which provides the greatest opportunity to use new or different methods or innovative approaches.	<p>Development of a foundation and corporate funding list and identifying opportunities for APS to solicit funds.</p> <p>Development of web-presence for the APS donation pages.</p>

<b>APS Internal and External Relationships</b>	<b>Position</b>	<b>Department/Organization</b>	<b>Purpose</b>
	Deputy Executive Director	Deputy Executive Director	General program oversight. Resource allocation. Resolve conflicts among objectives.
	Department Directors	APS	Work with APS senior staff to identify opportunities and to develop proposals soliciting support.
	APS members	APS	Work with scientists whose research or activities are the basis of fundraising efforts.

<b>Working Conditions</b>	<p>This position requires sitting (80%), standing (5%), and walking (15%). Additional physical requirements are as follows:</p> <ul style="list-style-type: none"> <li>Occasionally requires lifting materials of approximately 20 lbs.</li> <li>Often requires computer responsibility which involves extensive use of keyboard, mouse and monitor.</li> </ul>
	<p>Work Environment/Conditions:</p> <ul style="list-style-type: none"> <li>Dayshift hours primarily</li> <li>Travel and other work related assignments on weekends are possible.</li> </ul>