

Position Opening – Development Officer

FT - exempt

Pay: \$64-67K/year based on qualifications + benefit package which includes:

- Generous PTO accrual
(20 hours/month, increases after year two)
- 10 paid holidays/year
- DAIS pays 80% of health & dental insurance premiums
- Vision insurance
- Flexible Spending Account
- Life & Accidental Death Insurance fully paid by DAIS
- Short-term & Long-term Disability plans fully paid by DAIS
- Employee Assistance Program
(provides free legal, financial & work-life services)
- 401(k) plan with employer match
- Investments in Professional Development & Training

DAIS is seeking a Development Officer to join our collaborative, creative team. If you are interested in generating community interest and support for our work in supporting those affected by domestic violence, we'd like to learn more about you. The Development Officer serves as a strategic partner to the Director of Development and Communications, assisting in the development of fundraising strategies, and helping to set and achieve development program goals in alignment with organizational direction. Responsibilities include donor research and cultivation, database management, donor cultivation, grant research and writing and the oversight of gift administration, information management, and prospect development.

About DAIS:

Domestic Abuse Intervention Services (DAIS) empowers those affected by domestic violence and advocates for social change through support, education, and outreach. DAIS envisions a nonviolent community that actively promotes safety, peace, justice, and hope.

Primary Duties:

- Manage a portfolio of prospects (individual and institutional), including conducting prospect research and preparing statistical reports, cultivating, and soliciting gifts
- Collaborate with Director of Development & Communications to develop and implement annual direct mail appeals and materials
- Assist in management of major donor relationships, participate in stewardship of donors and various levels
- Develop creative ways to cultivate new donors and keep current donors engaged
- Maintain database, direct gift recording and acknowledgement processes and prepare reports as needed
- Work with Development/Communications team to develop, plan, and execute special events

Qualifications:

Our clients and donors come from all different backgrounds, **and so do our employees**. If you're passionate about what you could accomplish here, and you meet the minimum requirements of the position, we'd love to hear from you. Persons of color and LGBTQIA+ individuals are encouraged to apply, as the strength of our team stems from our diversity. DAIS is an equal opportunity/affirmative action employer.

Required:

- Minimum 4 years of progressive development and fundraising experience in a non-profit setting
- Excellent written and verbal communication skills, and an attention to detail
- Valid driver's license and proof of vehicle insurance with access to a vehicle during work hours

Preferred:

- Bachelor's degree is preferred, though relevant experience may be considered in lieu of a degree
- Experience with successful donor identification, cultivation, solicitation, and stewardship
- Experience with database management (Raiser's Edge preferred)
- Experience with grant writing

How to apply:

- **Submit the following 3 things:**
 - ✓ Cover letter – tell us a little about yourself
 - ✓ Resume – tell us what you've done in the past
 - ✓ DAIS Application for Employment – found on our website <https://abuseintervention.org/jobs/>
- Incomplete applications will NOT be considered.
- Applications will be accepted until the position is filled.
- Complete applications may be submitted:
 - Via email as an attachment to: daisemployment@abuseintervention.org
 - Via our website: <https://abuseintervention.org/jobs/>
 - Via fax or US Mail (address & fax number available on website)