



Development Specialist

Job Summary

The Development Specialist is responsible for the research, development and writing of grant proposals to corporations and other grant-making organizations, persuasively communicating the organization's mission and programs to potential funders. They are also responsible for day-to-day gift processing and acknowledgment, donor data accuracy and reporting, donor cultivation and stewardship, and general support for other Development Department initiatives as needed.

Position Description

In agreement with the mission and strategic focus of the Meyer Center for Special Children and under the direction of the Director of Development, the Development Specialist will:

- Identify and develop a calendar of existing and new funding opportunities to help meet the department's revenue goals
- Assemble and submit grant requests, including letters, proposals, budgets, and presentations
- Meet all deadlines and comply with all reporting as required
- Manage the execution of daily gift processing from beginning to end, including acknowledgements, receipts, phone calls and tribute card processes
- Maintain constituent files by timely and accurate data entry, generation of monthly metric reports, design and production of queries, lists, and other reports for analysis and mailings
- Track sponsorships, matching gifts and pledges
- Reestablish relationships with lapsed donors by cultivating an ongoing affiliation designed to move a donor prospect to a greater level of engagement, make personal contact with donors focusing on retention and upgrades of individual gifts, gaining sound understanding and commitment of the donor
- Initiate discovery calls to build and manage database prospect pool, cultivating and soliciting prospects through personal visits, phone calls and written communication
- Provide general support for the Development Department, including special events logistics and staffing, community outreach, and other duties as needed

Preferred Position Qualifications and Behavioral Expectations

- 1 to 3 years' experience in donor relations in a nonprofit setting
- Proficiency managing Bloomerang or other fundraising database
- Experience designing and running queries, generating reports, error tracking and resolution, and troubleshooting database problems
- Demonstrates a high level of integrity and excellent judgment handling sensitive and confidential information required
- Comprehensive computer skills, including developing spreadsheets via Microsoft Excel Keen attention to detail
- Excellent oral and written communication skills