

Position Title: Development Officer

Hours: Part-time, Monday through Friday

Reports to: Executive Director

Rate: \$24 an hour (up to 30 hours per week)

Summary: The Development Officer is directed by the Executive Director to assist the Major Gift Officer in maximizing total gift and donation revenue through outreach, fundraising events, business relations, and annual fund strategies.

The Development Officer assists with the implementation, evaluation and refinement of Friends' fundraising efforts that are directed by the Major Gift Officer. The Development Officer stewards donor prospects and business partnerships, in accordance with performance targets set by the Major Gift Officer and the Executive Director.

Principal Responsibilities:

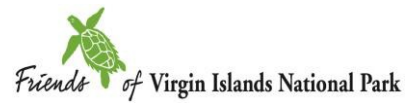
1. Donor Cultivation & Stewardship: Work with Friends staff to develop and build strong, long-time supporters of the Friends through clear, consistent communication and engaging opportunities within our events and programs.
2. Donor Management: Track and report on giving, ensuring records are accurate and up-to-date, Prepare thank you letters and make thank you phone calls.
3. Donor Recruitment: Implement strategies to grow and diversify donors, and track and report monthly on gift activities.
4. General administrative tasks in support of the Executive Director as needed.

Essential Requirements:

1. A comfort and familiarity with data management tools
2. Strong computer and communication skills.
3. The ability to manage multiple projects simultaneously as part of a team.

Friends of Virgin Islands National Park is an equal opportunity employer welcoming all qualified candidates to apply for listed positions and opportunities.

Please send a cover letter (describing your interest and qualifications) and resume to info@friendsvinp.org by Wednesday, April 23rd 5pm AST.



Equal Opportunity Statement – Friends of Virgin Islands National Park complies with all applicable federal, state and local laws in its commitment to being an equal opportunity employer. The organization does not discriminate against applicants or employees on the basis of race, color, religion, age, sex, national origin, ancestry, marital status, personal appearance, citizen status, disability, sexual orientation, gender identity or expression, pregnancy, child birth or related medical conditions, family responsibilities, matriculation, genetic information, political or union affiliation, veteran status or any other status protected by applicable law.

Disclaimer - The statements contained herein are intended to describe the general nature and level of work to be performed by the employees in these positions. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in each position. Other responsibilities, duties, and skills may be assigned and management retains the right to add or change the responsibilities, duties, and skills at any time.