**Position Summary**

The Development Officer is a new position at Deep Center and will be essential to the support and effectiveness of the organization’s fundraising efforts. The role serves as a driver to help manage individual and corporate fundraising, and reports directly to the Executive Director.

Deep Center works at the intersection of education, arts and culture, youth leadership, criminal justice reform, and community engagement; alignment with corporate and individual giving priorities and Deep’s mission occurs across a number of sectors. We are seeking a Development Officer to help identify sponsorship opportunities and individual prospects that advance our mission. In collaboration with organizational leadership this position will cultivate relationships, track interactions, and support development goals across multiple strategic initiatives.

**Responsibilities:**

**Data Management**

- Utilize best practices for prospect research and creation of donor profiles
- Record accurate and timely donor data within fundraising software
- Build and maintain acknowledgement systems and dashboards for database
- Manage database accuracy to include generation of queries, reports and recording donor cultivation life cycle

**Stewardship & Fundraising**

- Managed assigned fundraising initiatives
- Collaborate on fundraising events, individual campaigns
- Develop and manage fundraising proposals, information sheets, funder impact reports
- Strategically craft and implement comprehensive direct mail fundraising campaigns to maintain existing donors, recapture lapsed donors, and acquire new donors
- Design, create, and implement a digital fundraising model to leverage key digital platforms for growth of donor revenue
- Develop targeted communications to acquire new, retain existing, and recapture lapsed donors
- Assist in creation of an annual development plan
- Collaborate with the Executive Director & Deputy Director to track and forecast annual revenue projections
- Create and generate monthly donor reports
Skills & Experience

- Attention to detail
- Fluency with digital communications tools, to include social media and mass email
- Project and event coordination skills
- Excellent interpersonal, verbal, and written communication skills
- Prospect research experience
- Ability to prioritize work, meet deadlines, and produce quality results on time
- Ability to work independently and as part of a team
- Proficiency in donor-management software
- Proficiency with office applications and online collaboration tools, such as Microsoft Suite, Google suite, Zoom, Adobe, DocuSign, Dropbox, etc
- Commitment to Deep Center’s culture of collaboration, inclusivity, openness, and mutual respect; and to diversity, equity, and inclusion

Salary Range $45,000 - $50,000 - commensurate with experience

Benefits: Health, vision, and dental insurance, short & long-term disability insurance, employer sponsored retirement account, and generous paid time off.

Reports to: Executive Director

Status: Full Time, Exempt

Location: Savannah, GA

Start date: August-September 2023 (position open until filled)

EEO/AA

Deep Center is an equal opportunity employer and welcomes everyone to join our team. We strongly encourage people of color, LGBTQ+ people, and those with lived experiences that reflect the Savannah community to apply. Job applicants and staff shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical conditions.

Aren’t sure if you meet every single requirement? Studies have shown that people from marginalized communities are less likely to apply to jobs unless they meet every single qualification. At Deep Center, we are dedicated to building a diverse, inclusive and equity-driven workplace. So if you’re excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Much of the work of this position is completed while sitting at a desk, using a computer and phone. Requires talking, hearing and visual acuity sufficient to perform these major functions.
- Frequently requires navigating a physical office space and attending meetings and events at alternate locations.

Occasionally includes reaching above shoulder heights, below the waist or lifting up to 25 pounds for office equipment, supplies and materials.

To apply:

Email 1) cover letter, 2) resume, 3) a professional writing sample, to "jobs@deepcenter.org". Include “Development Officer” in the subject line. Position will be open until filled with rolling interviews. Do not wait to apply. Applications without a cover letter will not be considered.