TITLE: Senior Development Officer

General Summary: The Senior Development Officer will work in partnership with Day One leadership (management and board) to identify potential financial champions and ambassadors for the organization, lead cultivation and solicitation efforts, and create a culture of philanthropy within the organization.

Principal Duties and Responsibilities:

- Develops and implements annual fundraising plan, including strategies, resources, timetables, and benchmarks.

- Identifies, qualifies, cultivates, solicits and stewards annual fund major gift prospects. Donors include individuals, foundations and corporations.

- Strategizes with CEO and Chief Strategy Officer to manage and cultivate relationships with existing donors and prospects, as well as identify new prospects.

- Build major gift, endowment, and planned giving efforts by identifying prospective donors through effective documentation, data management, reporting and moves management analysis.

- Through research, identify and develop a pipeline of prospects who have the capacity and the inclination to increase giving. Develop and implement individual strategies for each prospect within qualification, cultivation, solicitation, recognition, and stewardship of Day One donors and prospects.

- Participate in all aspects of the gift cycle including initiating contact with potential donors; developing appropriate cultivation strategies, including working with volunteers; moving prospects in an appropriate and timely fashion to solicitation and closure; participating in and making solicitations; and overseeing stewardship activities.

- Blackbaud Raiser’s Edge (or equivalent) experience necessary.

- Performs other duties as assigned.
Qualifications:

- Excellent interpersonal skills
- Ability to work as a team member, to delegate responsibility and authority when appropriate, and to monitor others.
- Experience working with volunteers from public, private, and corporate sector
- Ability to function independently with minimal supervision.
- 10+ years of experience in development and fundraising.
- Blackbaud Raiser’s Edge (or equivalent) experience necessary.
- Strong written and verbal communication skills.
- Excellent keyboard and computer skills required

TO APPLY:  Send cover letter, resume and salary goals to:

John Canole  
Chief Strategy Officer  
Day One  
100 Medway Street  
Providence, RI 02906  
jcanole@dayoneri.org