



### *Job Description*

**TITLE:** Development Officer-Partners (DO-P)  
**DEPARTMENT:** Development  
**REPORTS TO:** Donor and Engagement Director (DED)  
**WORK LOCATION:** Hybrid (Sheltering Wings, Remote, Community)  
**DIRECT REPORTS:** None  
**COMMITTEE INVOLVEMENT:** Development Committee  
**SALARY:** \$26.44 to \$29.51

**POSITION OBJECTIVE:** At Sheltering Wings (SW), our services for survivors escaping domestic abuse are reliant on competent and compassionate staff, adaptable operations and inclusive practices. The Development Officer-Partners' (DO-P) primary responsibility is to solicit financial support for the mission of the shelter. This role builds and stewards relationships with corporate and business partners to form true partnerships that are good for the organization and good for Sheltering Wings.

### **ROLES & RESPONSIBILITIES:**

#### **Specific Duties:**

- Actively researches, identifies, qualifies, cultivates, and solicits, new and current corporate and business partners.
- Maintains a caseload of partners and prospective partners to solicit donations in effort to meet budget goals.
- Solicits sponsorships and maintains a sponsor caseload for fundraising events and other initiatives.
- In collaboration with DED, engages and equips other development team members to solicit partner gifts and sponsorships.
- Provides partners with connection to our network of resources, education, accountability, and encouragement.
- In partnership with appropriate team members, provides partners in caseload with needed information and support for giving campaigns, donation drives and other engagement opportunities.
- Works with appropriate staff to create mass and individual communications for solicitation, cultivation and stewardship of partners.

#### **Planning and Record Keeping:**

- Maintains written plans and records for caseload Thoroughly and timely tracks participation of partners and maintains accurate records in donor CRM (RENXT), and other appropriate locations.
- Annually works with the Executive Director (ED) and DED to identify program priorities and needs eligible for financial and in-kind support and appropriate for partner proposals.

### **QUALIFICATIONS FOR THE POSITION**

#### **Required:**

- Bachelor's degree in non-profit administration, business development, management, marketing or similar field with 3+ years' experience working in structured organization.
- In lieu of a degree, 5+years' experience working in a structured organization.
- Minimum 2 years' experience working with corporate/business or individual gift cultivation and solicitation, or in similar field such as sales or business development.
- Demonstrated success securing corporate/business partnerships
- Proven proficiency in all Office 365 Products and ability to learn new software.
- Excellent interpersonal skills
- Proven experience in a professional environment requiring organizational, computer, written and oral communication skills.
- Ability to work some evenings and weekends, as required.
- Ability to multi-task, delegate and prioritize tasks.
- Must have a valid driver's license, a clean driving record and auto insurance.
- Honor SW Mission, Vision and Statement of Faith.
- Must maintain composure and professionalism in highly stressful situations and balance multiple priorities effectively.

**Preferred, but not required:**

- Prior experience working with board members and volunteers to engage them in philanthropy.
- Prior experience with donor and/or client CRM (Raisers Edge).
- Business contacts/strong personal network in Marion, Hendricks and surrounding counties.

The above description covers the most significant duties performed to fulfill the mission of SW but does not restrict leadership’s right to assign or reassign other reasonable duties, responsibilities, or expectations to this job at any time, with or without advance notice. The information contained in the job description is for compliance with the American with Disabilities Act and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

**Physical Requirements of Position:**

Must be able to sit and stand for extended periods of time as well as have the ability to walk or move about the grounds of SW as needed. Must be able to operate a vehicle for travel to and from donor or community meetings in Central Indiana, with access to provide own transportation. While performing the duties of this job, the employee is regularly required to communicate, converse with others, express oneself and exchange information.

**Equal Employment Opportunity Statement:**

SW is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

**Status:** Full-time Exempt  
**Approved by:** Board of Directors  
**Last Modified:** November 2024

I have read and understand all functions of my position here at SW and commit to fulfilling it to the best of my abilities. I can fulfill the above physical requirements of the position without reasonable accommodation. If reasonable accommodation is required, please document and present it to the Operations Manager (OM).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor/Manager Signature

\_\_\_\_\_  
Date