



## OUR LADY OF PEACE DEVELOPMENT OFFICER JOB DESCRIPTION

The Development Officer position at Our Lady of Peace provides an opportunity to contribute to a Hospice and Home Care organization's resources through professional participation in Annual Fund, special events, supporting organizations, planned giving and major donor activities.

The primary role of the Development Officer at Our Lady of Peace will be to work with and report to the Director of Development in continuing to build a constituency of institutional and individual donors who collectively will significantly increase contributions to positively impact the lives of our patients and their families.

This position will focus primarily on developing constituency among current and prospective donors, including individuals, families, foundations, corporations, religious organizations and businesses employing the ethical and donor-centered practices of fundraising at Our Lady of Peace.

The position is full-time. Compensation based on experience. Employee benefits offered.

### **Responsibilities will include but are not limited to:**

- Growing revenue to meet and exceed individual and overall goals as part of a fundraising team
- Identify, cultivate, solicit, and steward current and prospective major donors
- Partner with OLP colleagues to present a compelling case to individuals and organizations throughout the Twin Cities
- Represent the interests of the donor and have an understanding of their values
- Ensure that donor records and reports are managed responsibly and confidentially
- Communicate in a timely manner all donor and prospect contact

### **We are interested in hearing from those who have the following:**

- Bachelors Degree
- 3-5 years of experience with Major Gifts and Annual Funds, or equivalent experience
- Strong analytical, verbal communication, and writing skills
- Motivated, results-oriented, high energy, and trustworthy
- Superior interpersonal skills with understanding, empathy, and listening
- Understanding and ability to use Social Media and other digital communication
- Proficient in Word, Excel, PPT, Outlook
- Understanding of basic data-entry (Blackbaud and Raiser's Edge database)
- The ability to power through challenges

**Please apply to: Toscano Advisors, LLC. Dania Toscano Miwa [dania@toscanoadvisors.com](mailto:dania@toscanoadvisors.com)**