

POSITION ANNOUNCEMENT

JOB TITLE:	DEVELOPMENT OFFICER
TYPE OF VACANCY:	STAFF
REPORTS TO	DIRECTOR OF DEVELOPMENT
DEPARTMENT:	DEVELOPMENT OFFICE
SUMMARY: Reporting to the Director of Development, in the Office of Development, the Development Officer is responsible for selected University fundraising activities. The Development Officer is a position for a candidate with experience in the non-profit industry or sales wishing to continue to build a career in higher education fundraising. The Development Officer participates in all fundraising activities including prospective donor research, prospect cultivation and solicitation activities, donor information/record management, donor stewardship, donor correspondence and special events. The successful candidate will be someone with strong organisational skills who is a good communicator both verbally and in writing and who enjoys team work. This person must be someone who is willing and is able to travel as necessary. This is an excellent opportunity for someone who is also creative and who will enjoy working with others to continue to build the Development Office at University of The Bahamas.	
DUTIES AND RESPONSIBILITIES: The duties of the Development Officer include but are not limited to the following: <ul style="list-style-type: none">➤ Supports and ensures delivery on a segment of UB fundraising activities with specific responsibility for supporting major gift fundraising, leadership level annual fund solicitations, selected other special gift level opportunities and grants/projects.➤ Identifies, cultivates, solicits, and stewards major donors and prospects including individuals, corporations, and foundations, through strategy-based visits and other forms of direct personal contact;➤ Provides support to the maintenance of the major gifts prospect pipeline;➤ Assists in educating faculty and staff in respect of the roles they can play in supporting development generally;➤ Supports the management of a select cohort of volunteers: strategic support in their cultivation and solicitation of major donors and prospects. Coordinates volunteers' activities to ensure their integration into the University's vision and goals;➤ Helps to maintain the prospect management database and other institutional resources to ensure appropriate management of donors, prospects, alumni, and volunteers in coordination with University objectives;➤ Conducts research to identify prospects and works with the Director of Development to create strategies to match prospects' interests to the priorities of the University;➤ Conducts preliminary research to identify prospects in support of briefing note preparation and prospect identification;➤ Assists in the implementation of programmes and activities designed to increase the visibility of the Development Office and the University to internal and external constituencies;➤ Represents UB at various community and business meetings including externally to funding agencies;➤ Conducts internal and external research/fact gathering in support of funding proposal development;	

POSITION ANNOUNCEMENT

- Provides follow up support on internal requests for fundraising support from the Development Office;
- Provides support on production of fundraising reports and other database reports as needed;
- Provides coordination and support on donor/prospect events;
- Performs miscellaneous job-related duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent interpersonal skills and the ability to interact effectively with academic leadership, faculty, prospects, donors, and volunteers in a wide range of roles;
- Ability to conduct research, gather data, analyze information, and prepare effective, accurate, and timely reports and other documents to support development objectives;
- Demonstrated mastery of major business and prospect research databases and general database software such as Microsoft Excel;
- Ability to write proposals, solicitations, correspondence, reports, and other materials in support of development activities independently;
- Ability to exercise good judgment, to demonstrate an understanding of ethics related to development activities, and to use discretion in interactions with donors, prospects, volunteers, and others;
- Ability to work effectively within a team environment;
- Demonstrated organizational skills and experience in managing complex projects and activities in support of development objectives.

IN ADDITION, THE SUCCESSFUL CANDIDATE WILL HAVE:

- Fundraising or significant sales experience;
- Ability to be a self-starter and to work independently;
- Demonstrated ability to organize work and to manage competing priorities and deadlines;
- Demonstrated proactive work ethic and ability to innovate, set and meet goals;
- Commitment to confidentiality;
- Demonstrated ability to plan and strong communication skills;
- Excellent computer skills.

QUALIFICATIONS:

- Bachelor's degree, and minimum of 5 years work experience.

Interested applicants should send the following to the Human Resources Department via email:

- **A completed UB Employment Application Form (found on the website);**
- **A cover letter of interest highlighting work experience and accomplishments relevant to the position;**
- **Current Curriculum Vitae or Resume;**
- **Copies of Relevant Qualifications and Certificates;**
- **Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;**
- **Copy of N.I.B. Card;**
- **At least three (3) written professional references.**

POSITION ANNOUNCEMENT

Submit electronically to:

Email: hrapply@ub.edu.bs

Attention: A.V.P., Human Resources

Date Published	February 15, 2018
Application End Date	February 28, 2018
Date to be Removed	March 1, 2018

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Associate Development Officer.