

JOB DESCRIPTION

JOB TITLE: Development Officer	FLSA: Exempt
Department: Development and G.C. Foundation	Date: 10/04/2022
Security Sensitive: Yes	Grade: C2
Reports To: Director of Development and the Galveston College Foundation	

Job Summary

Under the direction of the Director of Development and the Galveston College Foundation, the Development Officer helps support internal and external fundraising activities.

Essential Functions and Responsibilities

- Under the direction of the Director of Development and the Galveston College Foundation, solicits major gifts from an assigned portfolio of major prospects and donors; solicits annual fund giving and assists with donor cultivation;
- Assists the Director with prospect research; reviews accumulated financial, philanthropic, and affinity data on individuals to assess a prospect's giving capability, philanthropic tendencies, and works in collaboration with the Director to determine appropriate cultivation and solicitation strategies;

- Contributes to a safe educational and working environment by participating in all drills and training and

- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date