



Position Title	Development Officer
Reports to:	VP Resource Development
Work Schedule	Monday - Friday 9:00 a.m. – 5:00 pm and as needed
Position Status	Full Time Exempt Position

The mission of Chapman Cultural Center is to provide cultural leadership for Greater Spartanburg by developing, strengthening, and promoting the scope, excellence and educational role of the arts, humanities, and sciences and to further their significance in the life of our community.

Chapman Cultural Center is the oldest and largest countywide arts agency in the state of South Carolina. www.chapmanculturalcenter.org

Primary Position Description

The Development Officer is responsible for assisting with the fundraising of the United Arts Annual Fund Campaign for Chapman Cultural Center in Spartanburg, South Carolina. The Development Officer works closely with the VP Resource Development position in creating and implementing an annual fundraising and stewardship plan with goals, objectives, and strategies for identifying, cultivating, and soliciting individual gifts.

Description of Work / Primary Job Factors:

Fundraising

- Actively cultivate and nurture relationships with current and potential individual donors in the community.
- Collaborate with the development staff to design and execute United Arts Fund campaign collateral including brochure, online giving campaigns, and direct mail solicitations, etc.
- Assist in managing ROI's of direct mail solicitations and recommend potential opportunities for additional direct mail campaigns.
- Manage donor recognition and stewardship program to retain donors and encourage increased engagement in the arts.
- Work with the development staff and Marketing and Communications Director to convey our mission, value, and relevance in a manner that is highly compelling in all our communications and marketing materials.
- Lead organization to increase donor retention with special emphasis on first-time donors and lapsed donors.
- Assist with the Development Committee of the Board of Trustees to successfully implement United Arts Fund annual campaign, stewardship activities, and events.

Special Events

- Assist development team with Cultural Champions luncheon, Peggy Gignilliat reception, and other donor recognition events.
- Attend community cultural events and represent Chapman Cultural Center development staff.

Annual Giving Campaign Administration

- Utilize Blackbaud Raiser's Edge software and Target Analytics to support strategic donor cultivation and solicitation; and to prepare campaign management reports, campaign forecasting, prospect tracking, etc.
- Work with Donor Stewardship Coordinator to ensure accurate and timely gift record-keeping, management of database, and all records, files, gift processing, pledge reminder and donor acknowledgements.
- Provide support for the President, development staff, and campaign Chairs, committee members and other campaign leadership as well as the Board of Trustees. Attend Development Committee related meetings, and scheduled Board meetings.

Positions Supervised: N/A

Qualifications and Competencies

- Must embrace the mission of CCC.
- Bachelor's degree in a related field.
- A minimum of two years' experience in results-oriented fundraising position with experience in annual fund.
- A strong record of campaign leadership through development, implementation and management.
- Expert capability to organize and implement strategies toward attainment of target goals and stretch goals.
- Expertise in writing donor acknowledgements.
- Proven grant writing and proposal experience.
- Proven ability to multitask.
- Event planning experience.
- Must have the desire to be out of the office and build external relationships.
- High level of proficiency in Microsoft Word, Excel, and PowerPoint (Blackbaud Raisers' Edge experience a plus).
- Poised professional that is enthusiastic and self-confident with a proven ability to present information concisely and effectively to a broad range of internal and external constituents, including staff, board members, donors and prospects.
- Must be able to work independently, handle confidential information, and navigate sensitive situations.

Benefits

Medical, vision, dental, vacation pay is available

Salary - \$35,000-45,000 (commensurate with qualifications and experience)