



## **DESC Job Description - Page 1 of 2**

OPEN: June 5, 2009  
Job Title: **Foundation and Corporate Gifts Officer**  
Salary: \$45,000 - \$52,000 per year, depending upon experience  
Supervised by: Director of Development  
Union Status: NOT Eligible for SEIU1199  
Hours: Full-time (37.5 hrs/week), Salary, Exempt position, M-F with occasionally weekend and evening assignments.

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### **JOB DEFINITION:**

With a primary focus on private institutional fundraising, the Foundation and Corporate Gifts Officer is responsible for the identification, cultivation, and acquisition of funds through the written application/proposal process of national and local foundations, trusts, and corporate giving programs.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Work towards the successful acquisition of both single and multi-year private funding, including foundations, corporations, United Way and other federated funding programs; and to a lesser degree assist staff in the preparation of public city, state, county, and federal fund applications as needed.
- Research and identify new funding sources relevant to the DESC mission and programs
- Initiate and cultivate relationships with new and current corporate and foundation grantmakers through strategic face-to-face contact, email, phone, and professional events
- Prepare and maintain funding application/proposal timeline, to include submission dates, report schedule, reapplication requirements, etc.
- Prepare and assemble funding requests, including narrative, budgets, and support Documentation.
- Plan and execute effective site visits
- Prepare cover letters and thank you letters in association with funding proposals
- Maintain donor database (Sage Fundraising 50) with respect to institutional donors and assist with respect to individual donors
- Edit funding requests of others within the organization
- Respond to routine requests for information about DESC and funding sources
- Assist with preparation of reports, newsletters, and other agency written material
- Assist with agency tours and community relations presentations
- Serve as liaison to United Way, as necessary
- Remain up-to-date on corporate and foundation giving trends through continuing education and participation in professional organizations
- Coordinate with program and administrative staff as it relates to funding requests
- Prepare reports to funders and others
- Participate in planning and coordination activities of the Fund Development Team; provide information to FD team regarding area of responsibility
- Perform all other duties as assigned

### **MINIMUM QUALIFICATIONS**

- Bachelor's degree and three years professional fundraising experience required, with emphasis in the areas of donor cultivation and grant writing. Experience in social service setting desirable. Extensive relevant work experience may be substituted for degree.
- Strong computer skills, including proficiency in searching professional grant source databases and the IRS 990 databases, word processing, spreadsheets, and website maintenance experience. Ability to learn new computer skills very important
- Excellent written and oral communications skills; precise grammar and spelling; able to edit others' work.
- Ability to read, translate, and reformat operational budget information

- Careful attention to detail; good organizational and research strategies



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- Ability to meet critical deadlines
- Ability to work independently as well as cooperatively with team members to accomplish group objectives
- Good judgment and willingness to take initiative and apply creativity towards problem solving, as necessary
- Ability to work and communicate effectively with staff from various backgrounds and Disciplines.
- Willingness to work with clients displaying a wide range of unpleasant and/or bizarre Behaviors.
- Subscribe to a philosophy of cooperation and continuity across programs and of consideration and respect for others.

### **APPLICATION PROCEDURE**

**Submit a Cover Letter and Resume to: DESC-FD, ATTN: Human Resources, 515 3rd Avenue, Seattle, WA 98104, or email in Word document to [hr@desc.org](mailto:hr@desc.org), or fax to (206)-515-1501**

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