
POSITION DESCRIPTION: Development Officer

Objectives of Position: To raise grant support to aid clients coming into A Caring Pregnancy Center.

Reports to: Executive Director

Required Qualifications:

1. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord and keeps consistent church fellowship.
2. Exhibit strong commitment and dedication to the pro-life position and sexual purity.
3. Agree with and uphold A Caring Pregnancy Center's Statement of Principle, Statement of Faith, and policies of the Center.
4. Have a good understanding of how ACPC operates and available services.
5. Exercise the ability to keep information confidential.
6. Excellent oral, written and communication skills.
7. Strong interpersonal, communication, and listening skills in a friendly and approachable manner.
8. Knowledge of best practices for major gift solicitations and capital campaigns.
9. Proficiency in Microsoft Office for Windows applications (Word, Excel, Power PowerPoint, Access, Outlook, etc.)
10. Willingness to complete ACPC's Advocate Training, including procedure for follow up calls.
11. Be comfortable with sharing the plan of salvation if called upon to do so.

Preferred Qualifications:

1. Two years of experience working / volunteering in a pregnancy center.
2. Proven experience writing successful grants ranging from 1K-50K.

Development

The Development Officer will be responsible for developing and implementing the development strategy for A Caring Pregnancy Center. Reporting to the Executive Director, the Development Officer will be responsible for achieving the Center's grant funding goals. The Development Officer will also assist the Executive Director as needed in leveraging key relationships and contacts within the community (networking).

Responsibilities:

1. Create and implement annual development plan and strategy.
2. Develop relationships with existing foundations and corporations.
3. Initiate relationships with new foundations and corporations offering grant funding.
4. Research potential grant opportunities.
5. Write and submit grant proposals to corporate, foundation, and government funders.
6. Maintain contact with all funders through correspondence, grant reports and thank you letters.

6. Maintain and monitor database of current and prospective funders.
7. Prepare monthly written reports to be submitted to the Board of Directors.
8. Comply with financial guidelines, laws pertaining to non-profit operations and tax guidelines.

Compensation and Benefits:

ACPC offers paid sick leave, vacation/personal leave, and holiday pay to all employees working 20 hours or more each week. In addition, ACPC participates in supplemental insurance through Aflac for which employees may benefit.

1. \$10.00-\$13.00 per hour / 10 hours per week
2. Opportunities for bonuses
3. Flexible work schedule
4. Paid holidays + One personal day each year
5. Accrued Vacation Time
6. Accrued Sick Leave
7. Colonial Life Benefits Package available – employee registered
8. Aflac Benefits Package available - employee registered
9. Annual Staff Retreat / Regional Conference
10. Training and In-Service Opportunities – Professional Development
11. Christian Workplace – Spiritual Development
12. Family Focused
13. Appreciation Events and Receptions

Submit Completed Application, Resume and Cover Letter/Letter of Intent to:

Tamra Axworthy, Executive Director at puebloacpc@gmail.com