

Development Officer Job Description:

Full Time Position Hourly (includes weekends as needed), wage DoE

- I. Grant Writer - Expand on and build a diversified and stable base of support through new opportunities that will lead to the long-term financial viability of The Mammoth Site.
 - a. Utilize Foundation Search, Wealth Screening Software, as well as internet search engines to find potential foundations and individual donors.
 - b. Write and submit grants within the foundation's guidelines and due dates.
 - c. Submit progress reports to awarded grants to stay in compliance with their requirements.
- II. Fund Raising – Raise funds for The Mammoth Site by working with other staff and the Board of Directors in the preparation of grants and arrange fundraisers, capital campaigns, annual giving, special events, future investments, etc.
 - a. Current programs include: Buy a Brick, Adopt an Ice Age Animal, The Annual Christmas Card Mailing, etc.
 - b. Get prizes donated and pick up prizes for The Mammoth Site's Annual Fundraiser (past 5 years it has been a Casino Night).
 - c. Create and manage a monthly donor program.
 - d. Create and or assist in the creation of marketing pieces associated with giving programs, campaigns and events.
 - e. Identify new donors and organize initiatives to solicit funding.
- III. Membership – Manage and grow the Membership Base of the organization.
 - a. Create a membership recognition program.
 - b. Grow current membership levels from their current level.
 - c. Work with staff to create and distribute the quarterly member newsletter.
- IV. Volunteers – Create a dynamic volunteer program that can be utilized by The Mammoth Site to further their scientific, education and tourism goals.
 - a. Create a strong volunteer program.
 - b. Create a volunteer appreciation program.
 - c. Grow the number of volunteers at The Mammoth Site.
- V. Other Duties:
 - a. Work with Board of Directors, staff, and consultants in the development of strategic plans.
 - b. Make monthly progress reports to the COO and Board of Directors.
 - c. Send out letters of thanks for donations to foundations, corporations and individuals.
 - d. Serve as a member of the Institutional Advancement Committee (IAC).
 - e. Make presentations to civic and social organizations.
 - f. Help at the front desk and answer phones as needed.
 - g. Other duties as assigned.

Minimum Qualifications:

- Possess ability and desire to effectively communicate and work as a team with staff, board and board committees.
- Familiar with a variety of the field's concepts, practices, and procedures.
- Experience and judgement to plan and accomplish goals.
- Grant Writing/Fund Raising experience with a track record of success.
- Outgoing and friendly personality, interpersonal skills, and the ability to effectively communicate with the public.
- Personal Computer skills including: Internet, email, Word, Excel.
- Ability to multi-task and has organizational skills.
- Knowledge of local regional area.
- Excellent verbal and written communication skills.
- Ability to do research.

Preferred Qualifications or Desire to Obtain:

- Bachelor's Degree in English or Education.
- Extensive Grant Writing/Fund Raising Experience with a track record of success.
- Knowledge and experience with Foundation Search and Wealth Screening Software.
- Ability to work independently and make cold calls.
- Strong public speaking background.