

<b>Job Title:</b>	<b>Development Officer</b>	
<b>Position Type and Status:</b>	<b>Regular</b>	<b>Exempt</b>

**JOB PURPOSE:**

As a part of the development team, the Development Officer is focused on fundraising and is concerned with identifying, soliciting, and maintaining relationships with churches, individuals, and community partnerships, while increasing the visibility of AIM.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** (i.e. those which are basic, necessary, and an integral part of the job, are indicated below.)

- Identify, develop, solicit and maintain ongoing relationships for development and fundraising purposes.
- Secure financial donations from churches, individuals, and corporations.
- Assist in the development and execution of AIM’s fundraising goals.
- Conduct research to identify and apply for additional donor relationships.
- Utilize AIM’s database to record donors and track moves management.
- Own implementation of special campaigns and/or awareness events.
- Adhere to AIM’s fund development policies and procedures for maintaining and nurturing relationships.
- Support strategy and events of the Development Team.
- Travel as needed to build and maintain relationships.
- Travel to Cambodia at least once per year for at least 1 to 2 weeks is expected.
- Other duties as assigned.

**Education and Experience**

BA/BS required, or equivalent work experience

3 years’ experience in progressive fundraising/development experience, preferred

**Skills and Abilities**

*Specific and General skills and abilities required to meet the expectations of the position.*

- Strong knowledge of Mac and MS office suite software
- Ability to speak to large groups
- Ability to interact with youth and adults from a variety of cultural and ethnic backgrounds
- Effective Communication
- Ability to mix with all social and economic groups for the benefit of AIM.
- Takes direction and displays a high level of ownership.
- Organization and Project Management
- Ability to manage numerous projects simultaneously, meeting deadlines with flexibility and adaptability

- Self-sufficiency to maintain spiritual, physical and emotional health while consistently working toward the vision of AIM as a whole and the department in particular
- Commitment to grow in abilities and knowledge that impact the organization, relationships within and outside of AIM