



Job Title: Development Officer

Location: Sacramento, CA

Salary Range: \$40,000-\$45,000

Travel Required: 0-10% local

Work hours: Full-time M-F, some work on the evenings and weekends as needed

APPLICATIONS ACCEPTED BY:

E-MAIL: sscholz@saintjohnsprogram.org

SUBJECT LINE: Application: FUNDRAISING – (*inset your name here*)

In addition to your resume, please email a cover letter stating why you want to work for **Saint John's Program for Real Change** and what skills you have related to this job description that makes you a great fit for the position. APPLICATIONS WITHOUT A COVER LETTER WILL NOT BE CONSIDERED.

Role and Responsibilities

Supervised by the Director of Events & Corporate Relations, this is a great opportunity to make an impact and support the fundraising needs of *Saint John's Program for Real Change*.

- Builds relationships with organizations, providing superior customer service to organizations in an honest, caring, detailed and professional manner.
- Develop, manage and implement cultivation and solicitation strategies for corporate, organization, capital campaign and planned gifts.
- Manages Salesforce CRM database of all fundraising opportunities and contacts by logging notes and detailed information in account opportunities, creating informative reports, utilizing Salesforce apps that increase productivity and creating dashboards that make priorities clear.

Qualifications and Education Requirements

- Bachelor's degree from four-year college or university
- Five years of sales experience in a business-to-business industry with high-value accounts
- Extremely detail-oriented and able to simultaneously manage dozens of business transactions and relationships
- Ability to motivate and create a positive atmosphere even if internal and external challenges arise
- Decisive and strong communicator – both written and verbal.

DESIGNED TO CHANGE LIVES. ONCE AND FOR ALL.

Saint John's Program for Real Change is a nonprofit organization dedicated to the eradication of homelessness for each woman and child we serve. Our mission is to provide more than food and shelter, we provide the ability to rise above devastating negative elements and achieve self-sustainability. We only hire individuals that are dedicated to fulfilling the promise of Saint John's mission to our community.