

Job Component

SAFE | stop abuse for everyone

Job family: Development Officer - Annual Giving

Job code: DOAG

FLSA Status: Exempt

Reports to: Director of Annual Giving

Position Summary

The Development Officer is a key member of SAFE's Development team and is responsible for implementing strategies to grow annual philanthropic support through direct-response fundraising, mid-level donor engagement, leadership annual giving, donor affinity groups, and community-based third-party fundraising initiatives.

This position manages a portfolio of donors and prospects, focusing on cultivating, soliciting, and stewarding individuals who give approximately \$1,000-\$5,000 annually, while identifying opportunities to increase donor engagement and giving. The Development Officer partners closely with colleagues across Development, Marketing and Communications, and Programs to strengthen relationships with supporters, expand community engagement, and inspire investment in SAFE's mission.

Position Details:

We are looking for one person to work on a full-time, exempt basis for an annual salary of **\$55,000 - \$60,000**, dependent upon experience. The work location will be based at our Headquarters. This position will include some travel in the community or between campuses and will allow for some remote/hybrid work.

Essential Duties & Responsibilities

Fundraising and Donor Engagement

- In partnership with the Director of Annual Giving, establish and achieve annual fundraising goals and performance metrics related to annual giving initiatives.
- Manage a portfolio of current and prospective donors, primarily individuals contributing between \$1,000 and \$5,000 annually, through strategic cultivation, solicitation, stewardship, and re-engagement efforts.
- Identify, qualify, and cultivate new donor prospects through community engagement, networking, and relationship-building activities.
- Lead the strategy, implementation, and growth of SAFE's donor engagement and giving circle, including Everyday Heroes and initiatives focused on first-time donor retention.
- Coordinate meaningful stewardship activities that demonstrate the impact of donor support and strengthen long-term relationships with SAFE supporters.
- Partner with program staff to maintain a strong understanding of SAFE's services and communicate organizational priorities and funding needs effectively to donors and prospects.
- Develop and manage SAFE's third-party fundraising program, serving as the primary staff liaison for individuals, businesses, and community groups hosting fundraising events and initiatives benefiting SAFE.
- Proactively identify, recruit, and cultivate prospective third-party event organizers to expand community engagement and philanthropic support for SAFE.
- Build and maintain strong relationships with third-party event hosts, providing exceptional stewardship and identifying opportunities for ongoing involvement and increased support.

Campaign and Project Support

- Develop, coordinate, and execute a comprehensive annual giving program that includes direct mail, digital fundraising, peer-to-peer campaigns, giving days, and other multichannel fundraising efforts.
- Collaborate with Marketing and Communications staff to develop compelling fundraising and stewardship content for appeals, newsletters, digital communications, social media, and donor impact reporting.
- Coordinate and manage third-party fundraising events from initial inquiry through post-event stewardship, including planning support, fundraising guidance, execution assistance, and donor acknowledgment.
- Support donor cultivation and stewardship activities associated with special events, including planning, logistics, and event execution as needed.
- Participate fully as a member of the Development team by attending required meetings and events and contributing to department-wide initiatives.
- Perform other duties as assigned by the Director of Annual Giving or Chief Development Officer.

Database and Reporting

- Maintain accurate and timely donor records, contact reports, and activity tracking within the donor database.
- Monitor and document progress toward annual giving goals and portfolio activity metrics, ensuring data integrity and adherence to departmental procedures.
- Prepare reports, donor lists, and other fundraising-related materials to support strategy development, stewardship activities, and leadership reporting.
- Track and report on third-party fundraising activities, including participation, revenue outcomes, stewardship efforts, and opportunities for program growth.

Community Representation

- Represent SAFE at community events, donor meetings, volunteer activities, third-party fundraising events, and agency functions to increase awareness and philanthropic support.
- Serve as an ambassador for SAFE by articulating the organization's mission, programs, and impact to donors, volunteers, third-party event organizers, and community stakeholders.
- Build and maintain productive relationships with community partners, volunteers, third-party event organizers, and supporters to strengthen engagement and expand SAFE's network of advocates and donors.

Qualifications

Skills & Competencies

- Knowledge of fundraising principles and best practices related to annual giving, donor stewardship, relationship management, and community-based fundraising.
- Ability to build authentic relationships and align donor interests with organizational priorities.
- Strong interpersonal skills with the ability to cultivate and maintain productive relationships with donors, volunteers, community partners, third-party event organizers, and colleagues from diverse backgrounds.
- Excellent written and verbal communication skills, including public speaking and donor presentation experience.
- Demonstrated ability to manage multiple projects simultaneously while maintaining attention to detail, meeting deadlines, and prioritizing competing demands in a dynamic environment.
- Strong organizational and time-management skills.
- Proficiency with donor databases or customer relationship management systems, Microsoft Office applications, and online fundraising platforms.
- Ability to exercise sound judgment, maintain confidentiality, and handle sensitive information with professionalism and discretion.
- Ability to work independently while contributing effectively within a collaborative team environment and providing and receiving constructive feedback.
- Flexibility, resilience, and adaptability in responding to changing priorities and organizational needs.
- Commitment to fostering an inclusive environment by valuing and respecting diverse backgrounds, experiences, and perspectives among staff, volunteers, donors, and community members.

Experience

- Minimum of two years of experience in fundraising, sales, business development, marketing, customer relationship management, event management, or a related field required; nonprofit fundraising experience preferred.
- Demonstrated success in relationship-building, customer service, fundraising, revenue generation, or community engagement.

Experience managing projects and achieving established goals and deadlines.

- Experience coordinating events, volunteer initiatives, community partnerships, or third-party fundraising activities preferred.

Education

- Bachelor's degree preferred.

Position Component

Position title: Development Officer - Annual Giving

Location: SAFE HQ

Reports to (position): Director of Annual Giving

Position specific duties (no more than three)

- Manage a portfolio of \$1,000-\$5,000 donors and prospects through cultivation, solicitation, stewardship, and re-engagement to increase annual giving.
- Implement annual giving and community fundraising initiatives, including direct mail, digital campaigns, giving days, donor engagement programs, and third-party fundraising activities.
- Maintain accurate donor records and activity tracking, and prepare reports to support portfolio management, fundraising strategy, and leadership reporting.

Driving clearance (choose only one):

SAFE Vehicle

Personal vehicle (with SAFE clients)

X Mileage

N/A - Position will not be required to drive

Language (choose only one)

Spanish/English - REQUIRED

Spanish/English - Preferred

ASL/English - REQUIRED

ASL/English - Preferred

X No additional language requirement or preference

Tuberculosis (TB) clearance:

Yes

X No

Background checks clearances:

CLASS (FAIA)

ABCS (SIL)

ABCS (FAIA)

ABCS (CARES)

X VeriFYI (5 years)

VeriFYI (2 years)

Texas Central Registry check

Drug Screen clearance:

Yes

X No

Immunizations :

Measles, Mumps, Rubella (MMR)

TDAP

Influenza (Annually)

Hepatitis B

Varicella

X N/A - Position does not require proof of immunization

Trainings:

New Employee Orientation (NEO) is required for all positions

Department specific training may also be required

Core Advocate Training (CAT)

Texas Admin code onboarding training

Work Hours:

This is an in-office position with varied hours based on the role and SAFE's operational requirements. SAFE operates on a 24/7 schedule; employees may be required to work flexible hours, including evenings, nights, weekends, and holidays, as needed to meet organizational demands. Hybrid work may be available based on operational considerations.

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Management reserves the right to modify, defer or rescind this position description at any time, with or without prior notice.

