

# Position Description



<b>Development Officer: Warrior Canine Connection</b>		
<b>Department:</b> Development		
<b>Location:</b> Washington, DC metropolitan area; some telework possible		
<b>Job title:</b> Development Officer		
<b>Reports to:</b> Director of Development		
<b>Classification:</b>	<b>Position type:</b> <input checked="" type="checkbox"/> Full-time	<b>Hours:</b> 40 hours per week
<b>General description</b> The Development Officer works with the Development team to support the fundraising activities and goals of the organization. The Development Officer will primarily manage gift processing, electronic donor files and Salesforce CRM database, and acknowledgement of philanthropic gifts to WCC. In collaboration with the Director of Development, the Development Officer will manage WCC's annual giving program to include workplace giving programs, WCC's direct mail appeals, and the organization's online giving appeals to its community of supporters.		
<b>Key job functions</b> <ul style="list-style-type: none"><li>• Manage Development database in Salesforce CRM system, and electronic donor files.</li><li>• Create reports to monitor fundraising success toward goals.</li><li>• Conduct corporate, foundation, and individual donor research and qualification.</li><li>• Draft and edit letters of inquiry, donation acknowledgement letters, stewardship reports, email and direct mail solicitations, website content as it pertains to fundraising, and other written materials for internal and external audiences.</li><li>• Build and manage a successful individual annual giving and recurring gift program.</li><li>• Create and manage multiple direct mail campaigns, including writing copy, suggesting artwork, managing outside direct mail house, and managing outside print shop.</li><li>• Create and manage end of year appeal on multiple communication platforms, including email, letter, and social media.</li><li>• Complete WCC's Maryland Charities and Combined Federal Campaign applications and attend events. Speak on behalf of WCC at fundraising and other events.</li><li>• Track, process and acknowledge individual gifts from workplace giving campaigns.</li><li>• Work in collaboration with WCC's Communications team to promote giving campaigns on social media platforms to maximize success.</li><li>• Occasionally attend and help manage events at WCC's Healing Quarters</li><li>• Other duties as assigned.</li></ul>		
<b>Required experience, skills, background</b> <ul style="list-style-type: none"><li>• Minimum 2-5 years of experience in nonprofit development and fundraising.</li><li>• Bachelor's degree in a related field.</li><li>• Experience with identification, cultivation, solicitation, and stewardship of individual, corporate, or foundation donors.</li><li>• Strong writing, editing and proofreading skills; demonstrated knowledge of business correspondence; ability to easily change writing styles to fit the audience and voice of the</li></ul>		

# Position Description



piece.

- Ability to organize information for effective presentation in publications and other media.
- Ability to work both independently and collaboratively.
- Ability to produce high-quality work on deadline; comfortable managing multiple projects, priorities and deadlines in a fast-paced environment.
- Strong attention to detail.
- Flexibility with work schedule in support of deadlines and events.
- Proficiency with Microsoft Office Word, Mail Merge, Excel, and Adobe Acrobat.
- Experience and/or comfort working in a virtual environment.
- Commitment to the highest standards of professionalism.
- Ability to commute to WCC's Healing Quarters in Boyds, MD two to three days per week.
- Limited overnight travel may be required.
- May be required to work nights, weekends, and holidays as necessary to carry out key job functions.

## **Desired experience, skills, background**

- Familiarity with the military community. Veterans and Military Spouses strongly encouraged to apply.
- Experience with Salesforce, or other comparable Customer Relationship Management (CRM) systems.
- Familiarity with-Microsoft SharePoint and electronic file sharing applications.

## **About Warrior Canine Connection**

Warrior Canine Connection (WCC) is an equal opportunity employer. All qualified applicants will be considered without regard to race, color, religion, sex, age, national or ethnic origin, disability, or any other characteristic protected by law.

The organization is a pioneer in the use of service dog training therapy for Warriors with psychological injuries. By utilizing its Mission Based Trauma Recovery (MTBR) model, WCC supports recovering combat Veterans and their families. WCC provides Warriors a regained sense of purpose through the opportunity to engage in a critical military support mission while simultaneously receiving treatment for their own symptoms of Post Traumatic Stress Disorder (PTSD) and Traumatic Brain Injuries (TBI). Based on the time-honored tradition of Warriors helping Warriors, their mission is to train highly-skilled service dogs that provide years of mobility and social support to Veterans with disabilities.

In our decade of service, we've made an incredible impact—providing the opportunity for more than 5,700 Service Members and Veterans to benefit from this innovative MBTR therapy, and prepare highly-skilled mobility service dogs that have been placed—at no cost—with Veterans with disabilities and their families. Our work has been recognized at the highest levels of the Department of Defense, and is part of the medical protocol at leading military and VA treatment centers in Maryland, North Carolina, California and Virginia. WCC has also taken a leadership role in scientific research into the neurobiological and behavioral effects of service dog training

# Position Description



as a therapeutic modality to mitigate the symptoms of TBI and PTSD. We are currently collaborating with military and civilian academic institutions to carry out Congressionally-funded research studies on WCC's MTBR model. For more information about WCC, please visit: [www.warriorcanineconnection.org](http://www.warriorcanineconnection.org).

## **How to Apply**

Please email resume, cover letter including salary requirements, and short writing sample – with applicant's full name in the email subject line – to [giving@warriorcanineconnection.org](mailto:giving@warriorcanineconnection.org). For priority consideration, please apply by May 20, 2022.