



GUAM PRESERVATION TRUST

Position Description

Job Title: Development Officer

DUTIES AND RESPONSIBILITIES

1. Serve as the primary personnel for the Trust's portfolio of major donors, including developing individual strategies for cultivating, renewing and upgrading these donors.
2. Work collaboratively with the Board, internal staff members, existing donors and affiliates to identify, cultivate, and steward prospective individual donors.
3. Ensure donor information is up to date in files and that all donors in portfolio are appropriately solicited.
4. Manage and actively participate in planning donor visit trips, cultivation and solicitation events including preparing the Chief Program Officer and Board Members for meetings and calls.
5. Coordinate donor communications and follow-up to solicitations.
6. Track, monitor and analyze portfolio performance.
7. Work closely with program staff on the solicitation and reporting of restricted gifts.
8. Perform other duties and participate in special projects as needed.

POSITION SCOPE:

Responsible for meeting assigned objectives and contributing to the development of the Trust's work objectives. Evaluates and recommends changes in systems or procedures to improve them.

PROBLEM-SOLVING:

Responds to problems or challenges that affect the ability of the Guam Preservation Trust to meet assigned goals and objectives. Incumbent must research, analyze and integrate information from various sources to determine solution. Decisions affect program or operational effectiveness, as well as interactions with partners and affiliates.

KNOWLEDGE:

Job duties require a thorough understanding of the principles, concepts and methodology of the profession, and the ability to apply this knowledge in professional settings. Must be able to work independently and may be called upon to provide services, guidance or advice to others.

CONTACTS:

Incumbent regularly works with CPO and staff to integrate program activities and products. Performance assures both entities' goals are met. Trust policy or procedures determine the nature and content of external contacts, which include a well-defined constituency that has a moderate influence on programs or operations. Recognizes the value of diversity and maintains relationships with staff and external audiences that respect individual dignity.

Education:

Bachelor's degree is required.

Experience:

At least 3-5 years of relevant fund-raising or related experience, with proven success building relationships to advance fundraising goals.

Related Skills or Knowledge:

- Demonstrated creativity and strategic thinking, with the ability to take initiative and the willingness to learn.
- Ability to travel extensively to visit donors and prospects, including planning and coordinating trips and events.
- Outstanding interpersonal, oral and written communication skills, including the ability to listen carefully and target communications to the specific interests of varied audiences.
- Exceptional leadership skills, with the ability to work both individually and as a member of a highly dynamic team. Highly skilled in group dynamics and working with complex teams.
- Strong organizational and project management skills, with the ability to manage multiple assignments and quickly changing priorities in a fast-paced setting.
- Proficiency in Microsoft Office suite as well as knowledge of and skill in membership databases and online donor research.
- Commitment to mission and vision of the Guam Preservation Trust and an understanding of historic preservation on Guam.
- Other:
Knowledge of diverse groups, working with a multicultural workforce, and sensitivity and appreciation to cultural differences is required. We provide highly competitive compensation and outstanding benefits and are thoroughly committed to building a diverse team