



Position: Officer, Development

Pay: \$32 - \$36 hourly, commensurate with experience

Full-time/part-time: Part-time; around 20 hours per week; occasional evening/weekend events and travel

Benefits: No benefits; reimbursement for approved mileage and expenses

Permanent/Temporary: Permanent

Job location: Remote, field, and limited in-office

About Idaho Family Policy Center

Idaho Family Policy Center is a 501(c)(3) non-profit ministry that advances the lordship of Christ in the public square through engaging the church, promoting God-honoring public policy, and training statesmen.

Development Officer

The development officer is a strong advocate for the mission of the Idaho Family Policy Center who will promote the work of IFPC by fostering relationships with donors and prospective donors. The development officer will create and sustain opportunities for each donor to become more fully engaged with Idaho Family Policy Center. This is a part-time position that could grow into full-time once the position is fully funded.

Preferred Qualifications

- Successful experience in development or sales preferred
- Ability to see policy issues and political news from a Christian worldview and communicate it effectively
- Exceptional written and verbal communication skills
- Strong interpersonal skills, including an ability to initiate, develop and maintain new relationships

Key Responsibilities:

- Use Charity Engine CRM to track donor engagement and guide donors through each step in the built-in engagement management process
- Create individual goals for each constituent based on the donor's history of giving and the knowledge of that donor's potential
- Help transition current one-time donors to recurring donations while focusing on developing recurring donations in the future
- Cultivate relationships with current monthly donors and create a plan to upgrade their current involvement
- Work regularly with the President to draft solicitation, cultivation, and collateral materials
- Use the CRM to create and manage campaigns around agreed upon goals
- Develop and manage the fundraising calendar and work with the event coordinator to plan donor events
- Engage with the community by attending events and networking with allied organizations and churches. Use opportunities to interact with current donors and prospects
- Write email, mail, and social media copy to engage and inform donors about the current needs, challenges, and praises of IFPC; help with IFPC donor mailings and follow-up
- Provide monthly reports and recommendations to the team regarding current financial and donor status
- Strong computer skills, including quickly learning the CRM, Google suite, and working in Microsoft office suite

To apply, please submit your cover letter and resume to info@idahofamily.org. Your cover letter should indicate that you are a mature Evangelical Christian, involved with a local church, and agree with the IFPC mission, statement of faith, and key issue positions.