



Position Title: Development Officer
Organization: Indiana Campus Compact
Type: Contract position, 20 hours per week (through December 2021)
Office Setting: Works remotely

Posting Date: February 28, 2020
Closing Date: March 28, 2020
To Be Filled By: May 1, 2020

Supervisor's Name: J.R. Jamison
Title: Executive Director
Email: jr@incampuscompact.org

A. Overview and Primary Role:

Indiana Campus Compact is a 501(c)(3) nonprofit based in Indianapolis, Indiana, that is a pact among 44 institutions of higher education to be dedicated to their communities in meaningful ways. This includes community-based learning experiences for college students, reciprocal partnerships with nonprofits and businesses, and strategies for developing place-based experiences that deepens their role as anchor institutions. Indiana Campus Compact has a 27-year history and national reputation as one of the leaders of community engagement in higher education. Learn more about the organization at www.indianacampuscompact.org.

Historically, Indiana Campus Compact's fund development strategy has relied on annual partnership renewal fees from the higher education institutions and a matching of those dollars by Lilly Endowment Inc. While these commitments remain, the organization is poised to take on individual giving to diversify its development efforts.

The Development Officer role is a new, part-time contract position that will serve as the primary fundraiser and manager of individual giving for Indiana Campus Compact. The position will oversee giving circles and/or a capital campaign and will develop a fundraising sustainability plan for the organization. The Development Officer reports to the Executive Director of Indiana Campus Compact.

B. Primary Duties and Responsibilities:

- 65% Plan, promote, and manage a giving circle and/or capital campaign for the organization, including recruitment of donors with a minimum goal of raising \$50,000 by July 2021.

- 20% Manage all aspects of donor recognition including but not limited to: Quarterly coffee Skypes/Zooms with Indiana Campus Compact staff; meet and greets with keynotes/featured speakers at Indiana Campus Compact events; etc.

15% Develop a fund development sustainability plan for the organization.

C. Qualifications

Minimum Education: Bachelor's Degree (with CFRE credential preferred).

Minimum Experience: A minimum of four years of related fund development and donor procurement experience is required. Experience must be within a nonprofit or higher education work environment.

Required knowledge, skills, and abilities: Knowledge and understanding of: current fund development trends and strategies; donor procurement; giving circles; and capital campaigns. Must be skilled in: donor procurement and capital campaigns; strong written and verbal communication. Must possess an ability to work independently with minimal supervision.

Equipment utilized: The position will be required to use his/her/their own computer/laptop and will be required to use computer programs including those in Microsoft Office Suite, Google/GSuite, and Zoom. Additionally, the position will work remotely and must create their own work environment.

D. Physical Requirements:

The position will be required to travel once a month to Indianapolis to meet with the Executive Director of Indiana Campus Compact which may include driving his/her/their own vehicle. This is a non-reimbursable expense. The position will be required to meet weekly with the Executive Director of Indiana Campus Compact via Zoom video call. Related work may require sitting for long periods of time.

E. Application Process:

Please submit a cover letter, resume, and three references as one PDF document to ir@incampuscompact.org and type ATTN: DEVELOPMENT OFFICER POSITION in the subject line. Applications must be received by March 28, 2020.

Indiana Campus Compact does not and shall not discriminate based on race, color, religion (creed), gender, gender expression, age, national origin, disability, marital status, sexual orientation, military status, or any other legally protected characteristic in any of its activities, programs, or operations.

Please note that we encourage alumni of AmeriCorps, PeaceCorps, and other national or international service programs to submit applications.