



Position Title: Development Officer

Department: Marketing and Development

FLSA Status: Salaried, Exempt, Part-time

Location: Hastings, Nebraska

Reports to: Regional Director

Date Created: August 2024

Position Summary: The Development Officer is responsible for all fundraising, outreach, and volunteer recruitment efforts of the Hastings location. They will develop and maintain relationships with donors, volunteers, and community leaders to increase the capacity and sustainability of all Hastings programs and operations. They are responsible for all external communication.

Essential Functions:

- Cultivate donors in collaboration with Marketing and Development especially for special events such as Bountiful Harvest and Give Hastings Day.
- Coordinate all marketing, advertising, outreach, and social media communication in collaboration with the CSS Digital Media Manager.
- Recruit volunteers for all programs.
- Lead fundraising efforts and programming for Bountiful Harvest.
- Coordinate and plan the Volunteer Appreciation Barbeque.
- Attend professional networking events in the community.
- Write thank you letters to donors and volunteers.
- Maintain inventory of CSS apparel.
- Maintain attendance in various professional groups as needed.
- Complete monthly reports.
- Represent, communicate, and integrate authentic Catholic social teaching in the presentation of CSS' mission.

Preferred Competencies:

- Communication; written and verbal
- Cooperation
- Teamwork
- Problem Solving

Subject to the Constitution of the United States and all applicable state and federal laws, CSS does not discriminate in its employment practices or in the administration and dissemination of its programs and services.

- Ethical
- Organizational Support
- Safety and Security
- Bold Vision
- Intrinsic Motivation

Qualifications:

Bachelor's degree from a four-year college or university, preferably in marketing, communication or business; or one to two years' related experience and/or training; or equivalent combination of education and experience. Must be knowledgeable about the Catholic Church and support its moral and religious teachings.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, use hands to handle or feel, reach with hands or arms, climb or balance, stoop, kneel, crouch, or crawl, and talk or hear. The employee must regularly lift and/or move up to 25 pounds.

Working Environment:

While performing the duties of this job, the employee is inside the building and works outside on occasion. The noise level in the work environment is usually quiet.