



Ronald McDonald House Charities of Madison
2716 Marshall Court, Madison, WI 53705
Phone: (608) 232-4660 / Fax: (608) 232-4670

JOB DESCRIPTION

Organization: Ronald McDonald House Charities of Madison

Position Title: Development Officer

Reports To: Director of Development

FLSA status: Full-time Exempt

Job Purpose

Since 1993, RMHC-Madison has been keeping families with sick children close to each other while they receive medical care at area hospitals. Through three core programs – the Ronald McDonald House, the Ronald McDonald Family Room at SSM Health St. Mary's Hospital-Madison, and Ronald McDonald Care Mobile – we provide access to quality healthcare to thousands of families annually and ensure they have the support needed to fully participate in their child's care.

RMHC provides a home-away-from home with comfortable rooms, meals and assistance for families travelling hours, even a plane ride away from their child's medical care. We are committed to compassionate care for those we serve, those we work with and those we inspire. Each member of our team demonstrates our core values and is focused on the mission and families we serve.

The Development Officer advances our mission by helping to build and sustain a comprehensive fundraising strategy. This position will manage events and assist with donor relations, stewardship, corporate giving, grants, planned giving and limited marketing activities. The Development Officer will meet annual goals, foster positive donor relations, and align outreach efforts with the strategic plan.

Current fundraisers include the Rock Valley Golf Outing, RMHC-Madison Golf Classic & Red Shoe Soiree and Team RMHC-Chicago Marathon. This position will also oversee cultivation and appreciation events which advance our initiatives, build awareness and strengthen relations with donors, McDonald's, healthcare providers and community-based partners.

Job Responsibilities

Special Events & Fundraisers

- Effectively manage, communicate and implement all aspects of RMHC-Madison events, assisting Director of Development and committees in planning, logistics, sponsor, guest and volunteer relations, auction procurement, budgets and financial reports, and event wrap-up.
- Serve as liaison and represent RMHC-Madison at third-party fundraisers and community-based events designed to advance the mission and create organization awareness.
- Assist Director of Marketing in creating social media messages to promote these events.
- Oversee pull tab collection program in collaboration with the Marketing Department.

Donor Relations & Stewardship

- Support Director of Development in expanding a balanced funding mix of donors and solicitation programs tailored to the ever-changing and growing needs of the organization.
- Collaborate with Director of Development to create a stewardship plan and donor strategies which honor donors and friends in ways that are meaningful and personal.
- Research, prepare and submit funding requests, compile donor reports and other activities which assist prospecting, cultivation and evaluating the effectiveness of fundraising strategies.
- Assist Development Department in direct mail campaigns and donor stewardship activities.

Ideal Characteristics

- A friendly, positive, and professional attitude.
- Creative, passionate professional who is organized with high level of attention to detail.
- Willingness to pitch in and help in areas that do not fall directly within position's responsibilities.

Qualifications

- Bachelor's Degree in hospitality, marketing, public relations or related field and/or 3+ years of experience in successful event management and development required.
- Natural ability to demonstrate a caring attitude towards guests, donors, volunteers and people who interact with the organization.
- Outstanding verbal and written communication skills.
- Strong interpersonal skills. Must be able to present oneself professionally at public events.
- Ability to work well as part of a small, dynamic team, as well as independently and remotely.
- Demonstrates strong judgement skills and attention to detail while meeting deadlines.
- Proficient in Microsoft Office products, database and event management software.
- Experience in developing and managing a budget.
- Ability to identify and maintain confidential information.
- Ability to travel locally or regionally occasionally. Valid driver's license required.
- Knowledge and skills working with a diverse clientele from different cultures, languages, and religious beliefs.

Preferred

- Experience with Blackbaud Raiser's Edge, Greater Giving and Mailchimp, or compatible software
- Previous experience working in a donor-focused, or nonprofit organization.

Physical Demands and Work Environment:

These physical demands 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 an individual with disabilities to perform the essential job responsibilities.

- Position is full-time with primary hours falling during stated business hours.
- Ability to work a flexible schedule when needed, potentially remotely, according to needs of the organization and the scheduled events.
- Work is primarily performed in an office environment with minimal exposure to injury.
- Must be able to lift and move up to 20 pounds.
- Ongoing daily use of computers and telephone.
- Walk, sit, stand, bend, climb, and use hands to, handle, or feel objects, tools, or controls; reach with hands and arms; balance; stoop; talk, hear, read, count, and write.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus.
- Must be able to work with frequent interruption.
- Low to moderate noise level.

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position. Interested candidates should send a cover letter, resume, three references, and desired salary range to The Employer Group via email (jobs@theemployergroup.com) by **February 7, 2022**. All materials will be kept confidential.