



**Amherst College**  
**Office of Human Resources**

**JOB DESCRIPTION**

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Title: Development Officer

Department: Development Reports to title: Senior Development Officer

Full Time: X Part Time: \_\_\_\_\_ Date Prepared: August 5, 2019

Job Group & Level: PT4 Regular Daily Work Schedule: \_\_\_\_\_ to \_\_\_\_\_

Pay Type: Weekly \_\_\_\_\_ Monthly X Months Per Year: \_\_\_\_\_ Hours Per Week: 40

(Summer Months) Months Per Year: \_\_\_\_\_ Hours Per Week: \_\_\_\_\_

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1. Summary of Position:

The Development Officer will manage a portfolio of Amherst alumni donors and prospective donors, including Future Track donors. The Development Officer will travel frequently to engage these key members of the Amherst community in conversations leading to increased expendable/Amherst Fund commitments and to six-figure gifts. In the case of Future Track donors, the Development Officer will lay the foundation for future generosity to Amherst. Reporting to a Senior Development Officer, the Development Officer will be an integral member of the College's Leadership Giving team, which is comprised of the Senior Director of Leadership Giving, Development Officers, Senior Development Officers, Development Assistants, and Gift Planning, Parent Giving and Donor Relations colleagues.

This individual will play a vital role in raising leadership-level Amherst Fund gifts, and ultimately endowment-level gifts in support of Amherst's upcoming campaign.

The Development Officer takes appropriate actions to support a diverse workforce and participates in the College's efforts to create a respectful, inclusive, and welcoming work environment.

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## 2. Principal Duties and Responsibilities:

### 95% Fundraising

- Manage a portfolio of 100-175 Leadership Giving donors, prospective donors, and future track (unrated) donors; eventually taking on more highly-rated prospects with the ultimate closing of six- and seven-figure gifts in support of Amherst's established priorities.
- Strategize with the Senior Development Officer and colleagues for the design and implementation of their cultivation, solicitation, and stewardship strategies.
- Frequent travel to engage these key members of the Amherst community.
- Secure leadership Amherst Fund gifts.

5% Performs other duties/functions as requested.

All employees are expected to participate in the College's efforts to create a respectful, inclusive, and welcoming work environment.

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## 3. Internal-External Interaction/Communication:

Daily interaction with College constituents, including colleagues and donors, as well as occasional interaction with faculty, staff, and students.

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## 4. Education: (include certifications and licenses)

Required:

Bachelor's Degree

Preferred:

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## 5. Experience: (List specific skills necessary to perform this job)

Required:

- 3-5 years of experience working in a fundraising environment, or applicable and relevant experience in a related field
- Demonstrated ability to cultivate and advance relationships strategically and proactively.
- An unassailable sense of judgment and integrity
- Personal capacity to thrive in a fast-paced environment
- Able to travel 35-50% of the time to different areas of the country

- Strong organizational, interpersonal, and written and verbal communication skills.
- Commitment to or experience working with a diverse community

Preferred:

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6. Environmental and Physical Demands: (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

Visual – normal concentration; repetitive motions include hands, wrists, and fingers; lift, carry, push and pull 10 lbs.

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7. Decision Making:

The Development Officer consults with the Senior Development Officer to organize own work-flow in accordance with the priorities of donor cultivation and solicitation.

The Development Officer displays a high level of critical thinking and analysis in bringing resolution to high-impact, complex and/or cross-department and division priorities. Work requires prompt decisions when faced with complex and often contradictory alternatives.

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8. Supervision Exercised/Received:

Minimal supervision received by the Senior Development Officer.

Supervisory Responsibility: Yes \_\_\_\_\_ No X\_\_\_\_\_

Number of Employees Supervised: \_\_\_\_\_

