



JOB DESCRIPTION

TITLE: Development Strategist

DATE: September 20, 2021

DEPARTMENT: Development

SUPERVISOR: Chief Philanthropy Officer

FLSA Classification: Non-Exempt

SUMMARY: The Development Strategist provides strategic and administrative support to the Chief Philanthropy Officer and Development Department. The Development Strategist implements and executes the strategy for the Major Gifts team and ensures alignment with other arms of the Development and Scholarship Foundation teams. This includes processing major gift revenue and reporting, advising the Chief Philanthropy Officer on implementation and tracking strategies for investor relationship management in coordination with Development Department goals. The Development Strategist will ensure synchronization between departments using comprehensive knowledge of the Scholarship Foundation's policies, practices, and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Manage and prioritize contacts and communication for the Chief Philanthropy Officer. Use discretion in understanding the unique role Board members, civil and corporate leaders, and senior military leaders play in the day-to-day business of the Scholarship Foundation
- Coordinate and assist in the implementation of project plans to support Development Department initiatives
- Coordinate with the Chief Philanthropy Officer, Comptroller and Chief Operating Officer to ensure accurate recording of revenue and consistency of reported outcomes between Development and Finance for a monthly reconciliation meeting
- Maintain and update templates and briefing materials for the Development Officers and Development and Advancement Database for appropriate records
- Assist in developing materials as assigned for quarterly updates for Board of Directors briefs, including Moves Management SOPs and framework, Development Committee

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quarterly reports, and reporting/tracking of team revenue attainment and overall performance

- Maintain the calendars for the Chief Philanthropy Officer to include scheduling appointments and coordinating travel for high level prospect meetings
- Accurately prepare routine correspondence and other materials for the Chief Philanthropy Officer. Adhere to the “Elements of Style” and best business and personal writing standards when drafting written communications.
- Develop and maintain an email and voicemail tracking system for the Chief Philanthropy Officer
- Prioritize and manage projects based on the needs of the Chief Philanthropy Officer and other Development team members to include meeting briefs for the Advancement and Development team as needed
- Maintain appropriate files and records in Raiser’s Edge and shared files to appropriately document work accomplished in the office for the Chief Philanthropy Officer and other Development team members.
- Prepare and submit monthly expense reports for the Chief Philanthropy Officer (as needed)
- Plan regular check-ins with the Executive Office Manager for the President and CEO to anticipate current and future needs

OTHER DUTIES AND RESPONSIBILITIES:

- Greet visitors, answer phone calls, and respond to emails in a friendly and professional manner. Reply to all external emails and phone calls within one business day. Respond to routine questions or problems as they arise
- Handle confidential information in a discreet and professional manner
- Perform general administrative support to include monitoring incoming mail, photocopying, faxing, preparing mailings, expense reports, and maintaining files

EDUCATION AND/OR EXPERIENCE:

- 2-3 year of administrative experience preferably supporting a senior manager or an executive
- Bachelor’s degree preferred, or an equivalent combination of education and work experience
- Extensive experience using MS Office including Outlook, Word, Excel and PowerPoint
- Experience working in a non-profit or exposure to development/fundraising preferred

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- Experience using a CRM database (Raiser's Edge preferred)

REQUIRED SKILLS AND ABILITIES:

- Must possess a passion for the Marine Corps Scholarship Foundation
- Strong interpersonal skills and a collegial, collaborative style
- Ability to use discretion and handle confidential information
- Highly organized with the ability to prioritize multiple requests
- Excellent written and verbal communication skills

WORKING CONDITIONS:

- Working conditions are normal for an office environment