

SAMPLE: Cultural Job Description Development Officer

From *Job Descriptions* by **Clark Reed and his associates at Netgain Partners Inc.** (Cultural Careers Council Ontario and Cultural Human Resources Council, 2003).

DEVELOPMENT OFFICER

- ▶ Ensures that the organization is raising the funds and in-kind services it requires to meet its strategic goals as identified in its Annual Plan.
- ▶ Researches and develops new private sector funding opportunities.
- ▶ Works with Executive Director to develop revenue projections for the year.
- ▶ Oversees and executes the renewal of existing private sector partners.
- ▶ Maintains year-round communications with funders, including written reports, funder surveys and in-person meetings.
- ▶ Prepares, presents and fulfills comprehensive and tailored sponsorship recognition/benefits.
- ▶ Works within budget and secures donated goods, services and funds wherever possible.
- ▶ Maintains and fulfills an accurate list of funder benefits.
- ▶ Oversees program book ad sales and administration.
- ▶ Oversees print advertising campaign during the summer and fall months, and shares information with Communications Manager.
- ▶ Investigates the potential to undertake a special fundraising event in the off season.
- ▶ Tracks and reconciles accounts receivable.
- ▶ Writes final report detailing recommendations for enhancing the development office activities for the following year's season.