



Development Officer

About Our Mission

In 2002, Pat Tillman proudly put his NFL career with the Arizona Cardinals on hold to serve his country. Family and friends established the Pat Tillman Foundation following Pat's death in April 2004 while serving with the 75th Ranger Regiment in Afghanistan. Created to honor Pat's legacy of leadership and service, the Pat Tillman Foundation invests in military veterans and their spouses through academic scholarships—building a diverse community of leaders committed to service to others.

Founded in 2008, the Tillman Scholars program supports our nation's active-duty service members, veterans and military spouses by investing in their higher education. The scholarship program covers direct study-related expenses, including tuition and fees, books and living expenses, for scholars who are pursuing undergraduate, graduate or post-graduate degrees as a full-time student at a public or private, U.S.-based accredited institution. The selection process for the Tillman Scholars program is highly competitive with up to 60 Tillman Scholars chosen annually. To date, the Pat Tillman Foundation has invested nearly \$12 million in academic support and named over 400 Tillman Scholars at 108 academic institutions nationwide. For more information on the Pat Tillman Foundation and the impact of the Tillman Scholars, visit www.PatTillmanFoundation.org.

JOB TITLE	DEPT/FUNCTION	LOCATION	REPORTS TO NAME/TITLE
Development Officer	Development	Chicago, IL	Killjan Anderson/COO
FLSA STATUS	SALARY GRADE	DATE PREPARED	PREPARED BY
Exempt	N/A	11-14-15	KA

General Description

Responsibilities

The Development Officer's primary responsibility is to obtain the necessary financial resources to advance the mission and success of the Pat Tillman Foundation. He/she will manage development staff activities and design/implement a strategic plan to drive fundraising in a cost-effective and time-efficient manner.

- o Plan fund development activities

- Collaborate with PTF departments, leadership and board of directors to create a fund development plan which increases revenues to support the strategic direction of the organization
- Create and implement the fund development plan in accordance with ethical fundraising principles
- Monitor and evaluate fundraising activities to ensure fundraising goals are being achieved
- Monitor trends in the community and adapt fundraising strategies as necessary
- o Organize fund development activities
 - Develop and manage timelines for various fundraising activities (below) to ensure strategic plans and critical fund raising processes are carried out in a timely manner
 - o Collaborate with the Pat's Run Event Director to implement a corporate stewardship and individual fundraising strategy around the organization's signature fundraiser Pat's Run
 - o Pat Tillman Leadership Summit
 - o PTF-sponsored Events
 - o Third Party Events (e.g. "Salute to Service" campaigns)
 - o Team Tillman
 - o Collaborate with the Director of Brand/Communications to implement an individual fundraising strategy around merchandise opportunities (e.g. e-commerce and external opportunities)
 - Develop policies and procedures for the development department which reflect ethical fundraising practices
 - Identify, develop, and track corporate, community and individual prospects for the organization's fundraising priorities
 - Compile and administer a donor mailing list and database which respects the privacy and confidentiality of donor information

- Design, implement, and oversee a stewardship system that appropriately and consistently recognizes and promote interactions with supporters at all levels
- Supervise assigned personnel tasked with gift processing, grant management, and other development activities:
 - Manage the implementation of Salesforce for gift processing, data entry, and donor management
 - Drive the grant application process. Ensure grants are drafted and submitted as outlined in the fund development plan to generate funds for the organization
 - Monitor the planning and execution of 3rd Party Events and Team Tillman activities as specified in the fund development plan to generate funds for the organization
- Manage fund development budget
 - Develop and gain approval for an annual income and expenditure budget for the fund development program
 - Prepare regular reports related to fundraising and the management of the fund development activities
 - Monitor expenses and analyze budget reports on fund development and recommend changes as necessary
- Promote the organization
 - Collaborate with the Director of Brand/Communications to promote the organization to its donors and maximize public awareness of the fundraising activities of the organization
 - Collaborate with the Director of Brand/Communications on the design, printing, and distribution of marketing and communication materials for development efforts
 - Build relationship with community stakeholders to advance the mission and fundraising goals of the organization

Qualifications

o **Minimum Requirements**

- Bachelor's degree required, Master's degree preferred
- Minimum of 7 to 10 years fundraising/sales experience in a non-profit (or comparable) organization with proven track record of success
- Experience in developing and managing relationships with diverse groups/environments and individuals

o **Other Desired Competencies**

- Familiarity with military and veteran issues preferred
- Willingness to take initiative
- Ability to adapt and work within a multidisciplinary environment
- Demonstrates ability to absorb and understand new information rapidly
- Self-driven, results-oriented with a positive outlook
- Willingness to work in an "all hands on deck" environment and engage in a variety of tasks when required
- A natural forward planner who critically assesses own performance

Desired Skills

The Development Officer will be Chicago-based and reports directly to the Chief Operating Officer.

- Exceptional oral, written, and customer service communication skills
- Highly organized and detail oriented
- Self-driven, results-oriented with a positive outlook
- Passionate about the PTF mission and vision
- Humble, good-natured, sense of humor
- Solid relationship management skills

Physical Requirements

- Requires travel, which may require walking distances, lifting, and carrying luggage and boxes and prolonged periods of sitting in tight quarters and standing
- Significant computer work, which may require repetitive motion, prolonged periods of sitting and sustained visual and mental applications and demands

- Occasional lifting (> 15 lbs), bending, pulling, collating/filing, and occasional lifting, carrying, and/or moving boxes, files, etc., some of which could be heavy or require the use of carts

To apply, please submit your resume and cover letter with the following information to jobs@pattillmanfoundation.org:

- A brief summary of relevant work experience
- Why you are interested in this position
- Tell us a few fun facts about you

The Pat Tillman Foundation is an Equal Opportunity Employer. This job description is intended to convey information essential to understand the scope of the position. It is not intended to be an exhaustive list of skills, efforts, duties or responsibilities associated with the positions.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.