

**ADP WORKFORCE NOW / ALLIES IN HOPE JOB DESCRIPTION**  
**JOB TITLE: Development Officer**

**Reports to: Senior Director of Advancement**  
**Department: Advancement**

**Status: Regular/Full Time/Exempt**  
**Date: 04/01/2026**

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**SUMMARY:** The Development Officer – Individual & Corporate Giving is a frontline fundraising role responsible for generating philanthropic revenue for Allies in Hope through individual donor engagement, corporate partnerships, and community relationship development. This position plays a critical role in expanding the organization’s advancement efforts by identifying, cultivating, soliciting, and stewarding relationships with donors, corporate partners, and community stakeholders. The Development Officer will serve as an ambassador for Allies in Hope, actively engaging the Houston community to grow individual giving, expand corporate sponsorship, and strengthen support for the organization’s mission.

In addition to direct fundraising responsibilities, the Development Officer will support advancement initiatives including donor engagement events, prospect development, database management, and marketing efforts that strengthen fundraising and community awareness.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Core duties and responsibilities include the following. Other duties may be assigned.

**DUTIES AND TASKS:**

**Revenue Responsibility**

This role is expected to actively contribute to the organization’s annual advancement revenue goals through donor cultivation, corporate partnerships, and community engagement.

The Development Officer will manage and develop a portfolio of individual and corporate prospects and is expected to contribute to a minimum of \$500,000 in annual fundraising revenue through a combination of donor development, sponsorship engagement, community partnerships, and fundraising initiatives.

Success in this role will be measured by the development of a strong prospect pipeline, meaningful donor engagement, sponsorship growth, and overall contribution to advancement revenue goals.

**Key Responsibilities**

**Revenue Generation & Donor Development (Primary Focus)**

- Cultivate, solicit, and steward relationships with individual donors and corporate partners to generate philanthropic support.
- Develop and manage an active portfolio of individual and corporate prospects.
- Identify and engage new donor prospects to expand the fundraising pipeline.
- Conduct outreach and meetings with prospective supporters throughout the greater Houston and surrounding community.
- Support corporate sponsorship development and partnership opportunities aligned with organizational priorities.
- Assist in growing individual donor participation, including recurring giving initiatives and stewardship efforts.

## **Corporate & Community Partnerships**

- Build relationships with local businesses, community leaders, and corporate partners.
- Identify opportunities for corporate sponsorships and strategic partnerships that support the organization's programs and fundraising initiatives.
- Represent Allies in Hope at community events, networking opportunities, and partner engagements.
- Increase awareness and visibility of the organization within Houston's philanthropic and business communities.

## **Fundraising Events**

- Support planning and execution of key fundraising initiatives including:
  - Walk to End HIV
  - Hope for Houston Ball
  - donor cultivation and stewardship events
- Assist with sponsorship outreach and fulfillment.
- Support outreach efforts to increase participation and community engagement in fundraising activities.

## **Development Operations**

- Maintain accurate donor records and engagement activity within the organization's Customer Relationship Management (CRM) system.
- Track donor interactions and prospect activity to support advancement strategy and pipeline management.
- Assist with donor acknowledgments and stewardship communications.
- Support prospect research and reporting efforts for the advancement team.

## **Marketing & Special Projects**

- Support advancement marketing initiatives and donor communications.
- Assist with storytelling and messaging that highlight the organization's community impact.

Provide support for special projects and initiatives led by the Advancement team.

## **QUALIFICATIONS, KNOWLEDGE, SKILL REQUIRED:**

- Minimum of 3 years of experience in fundraising, sales, nonprofit development, or relationship management.
- Demonstrated ability to build and manage relationships with external stakeholders.
- Strong written and verbal communication skills.
- Experience using CRM or donor database systems preferred.
- Ability to manage multiple priorities in a fast-paced environment.
- Commitment to the mission of Allies in Hope.

## **EDUCATION REQUIREMENTS**

- Bachelor's degree or equivalent professional experience.

## **AGENCY COMPLIANCE**

- Consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.
- Follow instructions; takes responsibility for own actions; keeps commitments; commits to complete additional work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- Read, understand, and follow AIH Policies and Procedures.
- Maintain appropriate levels of documents regarding files, reports, correspondence, personnel, and financial paperwork.
- Understand and meet the expected client/patient outcomes.
- Attend meetings as scheduled.
- Communicate proactively and professionally with peers and stakeholders through phone, emails and virtual meeting portals as needed.
- Follow all regulatory requirements for reporting suspected abuse or neglect.

## **TEAM RELATIONSHIPS:**

- Balances team and individual responsibilities; exhibits objectivity and openness to others' views
- Gives and welcomes feedback.
- Acts respectfully and supportively towards other team members' efforts.
- Works as a highly cooperative member of the AIH staff and volunteers to accomplish agency and departmental goals.
- Accepts responsibility and willingness to be accountable by not blaming others for work product or issues.

## **LANGUAGE SKILLS:**

Ability to read and write at a professional level: to read, analyze, interpret and implement general business documents, professional journals, technical procedures, or governmental regulations and write reports, business correspondence, and procedure manuals. Ability to gather data, analyze information and interpret information to build useful and required reports or presentations. Ability to present information and respond to questions from groups of managers, clients, customers, and the public. Writes clearly and informatively; edits work for spelling and grammar; varies style to meet needs; presents numerical data effectively; able to read and interpret written information.

## **MATHEMATICAL SKILLS:**

Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to adapt a budget into a tracking form and understands the basics of a budget.

## **REASONING ABILITY:**

Ability to prioritize multiple tasks by using reasoning to determine priorities. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

## **PHYSICAL DEMANDS:**

The physical demands described here 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 individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk or listen. The employee is frequently required to sit. The employee is

occasionally required to stand and walk. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

1. Ability to perform routine bending/stooping while filing and performing office/outreach duties.
2. Ability to perform routine twisting/reaching while working at computer/desk and performing office/outreach duties.
3. Ability to perform routine walking/standing during course of day and while performing office/outreach duties.
4. Ability to hear and speak well enough to converse over telephone and in person 100% of the time.
5. Ability to see well enough to use computer efficiently and read computer reports and correspondence 100% of the time.

### **WORK ENVIRONMENT:**

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. The noise level in the work environment is usually moderate.

### **CORE COMPETENCIES:**

- **Ethics-** Keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational mission and values.
- **Leadership-**Exhibits confidence in self and others; inspires and motivates others to perform well; accepts feedback from others; gives appropriate recognition to others.
- **Professionalism-**Approaches others in a tactful manner; reacts well under pressure; treats other with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- **Initiative-**Volunteers readily; undertake self-development activities; seeks increased responsibilities; takes advantage of opportunities; asks for and offers help when needed.
- **Innovation-**Displays creativity; meets challenges with resourcefulness; generates suggestions for improving work.
- **Adaptability-**Adapts to changes in the work environment; Manages demands; deal with change, delays, or unexpected events.
- **Quality Management-**Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.
- **Interpersonal Skills-**Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.
- **Customer Service-**Manages difficult or emotional customer situations; responds promptly to stakeholder needs; solicits feedback to improve service; responds to requests for service and assistance; meets commitments.
- **Oral Communication-**Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.
- **Problem solving-**Identifies and resolves problems in a timely manner; works well with group problem solving situations; uses reason even when dealing with emotional topics.
- **Judgment-**Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.
- **Technical skills-**Assesses own strengths and weaknesses; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

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Print Name

Signature

Date