



## Job Description

### *Development Officer*

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Reports to: Executive Director

Agape Adoptions is a nonprofit, international Adoption Agency in Sumner, Washington, and an Equal Opportunity Employer (EOE). We are seeking a Development Officer to create and implement the advancement strategy for the organization. The Development Officer will meet with donors, coordinate all fundraising activities, and engage new donors and special projects for the agency while keeping the Executive Director abreast of their activities. The ideal candidate will have a passion for children having safe, permanent, and loving families and have experience with fundraising and donor relationships.

This is a 15 hour per week position with potential for growth; Hybrid onsite/remote work is an option. This role requires the individual to meet with donors throughout the Puget Sound area and connect with donors virtually outside of the area.

The **Development Officer** must adhere to Agape Adoptions mission to find families for children, always following ethical guidelines and standards, and practicing high morals. The position requires the ability to work independently, be flexible and provide information as requested to other team members. Due to the nature of this work, the incumbent must be aware of and always adhere to agency and program confidentiality policy.

#### **Key responsibilities and accountabilities:**

- Create and implement annual strategic development plan.
- Cultivate and nurture relationships with current and potential corporate, foundation and individual donors.
- Lead and manage the organization's development efforts, including year-end appeal, soon to be launched monthly giving program, annual Walk, Run or Roll event, and other in-person and online events.
- With the assistance of the Executive Director, develop and manage Board fundraising capacity.
- Maintain and manage donor records and fundraising events.
- Assist Executive Director with various projects as needed.

### **Skills, Requirements, and Qualifications:**

- Administrative and coordination experience is a plus.
- Detail oriented, resourceful, creative and the ability to prioritize in a fast-paced environment.
- Knowledge of database management and proficiency in Microsoft Suite.
- Excellent customer service, organizational, leadership and people skills.
- Exceptional telephone etiquette and professionalism in the office environment and strong work ethic.
- Team mentality and self-motivated, ability to be flexible and adaptable to tasks and at prioritizing items of the day.
- At least 4 years of nonprofit fundraising/development experience.
- Strong verbal communications skills and demonstrated ability to write clearly and persuasively.
- Expertise in prospecting, cultivating, and managing avenues of support.
- Thorough understanding of strategic fundraising and development.
- Familiarity with intercountry adoption a plus.
- Strict adherence to the Code of Ethics and Confidentiality.
- Demonstrates understanding of cultural competency with diplomacy, which transcends cultural differences.
- Preference for a minimum of bachelor's degree in communications, Nonprofit Management, or another equivalent degree.
- Commitment to Agape Adoption's mission, vision, and values.

**Criminal Background Check:** Agape Adoptions conducts Child Abuse and Criminal background checks as required by state and federal regulations.

### **Salary and Benefits:**

- Agape Adoptions has standard paid holidays.
- Flexible work schedule and ability to work from home.
- Employees accumulate PTO for hours worked, in compliance with WA state laws.
- Agape Adoptions does not offer medical or dental benefits currently.

Please visit our website for more information about us: [www.agapeadoptions.org](http://www.agapeadoptions.org)

To apply, please email a resume, a writing sample, and letter of interest to Agape Adoptions at [agape@agapeadoptions.org](mailto:agape@agapeadoptions.org). Applications that do not include a letter of interest will not be considered.