



Assistant Development Officer #03082

City of Virginia Beach – Job Description

Date of Last Revision: 03-09-2016

FLSA Status: Exempt

Pay Plan: Administrative

Grade: 10

City of Virginia Beach Organizational Mission & Values

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Under the direction of the Development Officer, assist with development and coordination functions for the Virginia Aquarium including associated with fund raising, memberships, grantsmanships and sponsorships; and perform administrative functions in support of Development Division roles and responsibilities.

Representative Work Functions and Responsibilities

Assist in the development of fund-raising programs for the Virginia Aquarium including annual giving, planned giving, estate planning, capital campaigns and major gifts to raise the contributed income; and assist in the planning and development of general, corporate and philanthropic membership programs to reach the target number of prospective members.

Solicit donations and cultivation of mid-level donors.

Coordinate, organize and/or attend donor/member recognition, fund-raising, cultural, philanthropic, and other events, tours, and meetings, to build relationships and solicit donations.

Participate in strategic planning for the Virginia Aquarium Foundation and other groups involved in raising funds for the Virginia Aquarium to ensure monetary goals are met.

Research and identify grant and other funding opportunities for the Virginia Aquarium to fund special exhibits, programs and projects; coordinate grant writing, management and reporting.

Oversee donor database management and utilization to support donor development and relations; review and analyze data to develop strategies, follow leads, build relationships and increase donations.

Conduct stewardship activities, furthering donor relationships, accounting for utilization of donations, and generally representing the Virginia Aquarium Foundation and its activities in a positive manner.

Coordinate donor and membership records, and follow-up payment schedules and renewal letters.

Supervise clerical, administrative and volunteer staff as related to development functions.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

Solicit gifts and grants from prospective donors and foundations via professional fund-raising techniques including research, cultivation and networking; represent the development office both internally through working with staff and foundation to prioritize funding needs and externally with the community through informational presentations; attend meetings and events to cultivate relationships with current and prospective donors; manage and monitor budgets; process applications, receipts of monies and acknowledgment of donations, in a timely manner; effectively communicate with the Virginia Aquarium Foundation and the donor community; and effectively manage staff and resources.

Minimum Qualifications

Requires any combination of education (above the high school level) and/or experience equivalent to six (6) years in fields utilizing the required knowledge, skills, and abilities.

Special Requirements

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

- A. Knowledge
 - 1. Knowledge of fund-raising procedures and organization.
 - 2. Knowledge of accounting procedures and management of funds.
 - 3. Knowledge of public relations and marketing techniques.
- B. Skills
 - 1. Skill in preparation and presentation of audio-visual materials.
 - 2. Skill in conducting funding research and in writing grant proposals.
 - 3. Skill in organizing and maintaining accurate financial records.
 - 4. Skill in utilizing fund-raising software to manage data.
- C. Abilities
 - 1. Ability to communicate effectively, both orally and in writing.
 - 2. Ability to establish and implement new programs with minimal direction.
 - 3. Ability to concurrently direct several fund-raising activities.
 - 4. Ability to supervise and motivate others in fund-raising efforts.

Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

Physical Requirements: *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

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Sedentary work that involves walking or standing some of the time and routine keyboard operations; involves exerting up to 10 pounds of force on a regular and recurring basis.

Mental Requirements: *Mental refers to the degree that the job involves cognitive activities, and use of mental processes*

Performs professional level work in the analysis or interpretation of methods of an administrative or legal nature and formulates recommendations on the basis of such analysis; requires sustained concentration for accurate results or frequent exposure to unusual pressure.

Environmental Conditions: *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

The job may risk exposure to bright/dim light, dusts and pollen, extreme heat and/or cold, wet or humid conditions, noise, animals/wildlife, and traffic.

Sensory Requirements: *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

The job requires normal visual acuity, field of vision, hearing and speaking.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.