

Specification for Class of

RESOURCE DEVELOPMENT OFFICER

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Within the Washington State Historical Society, Eastern Washington State Historical Society, or the State Capitol Historical Association, manages and directs a fund-raising program which includes prospect identification, endowment campaign, annual fund, direct mail marketing, and membership development.

Typical Work

Plans and coordinates the execution of a comprehensive fund-raising program;

Promotes and develops options for prospective donors on tax advantage, solicitation of outright gifts for the Historical Society or Association needs and long-term tax benefits for the donor and monetary benefits for agency programs;

Designs and implements publicity activities necessary to promote the Society or Association programs; develops all programs for the agency to obtain monetary grants from public and/or private sources which supplement Society or Association funds;

Consults with prospective donors to design programs which will provide specific tax advantages to the donor and benefit the Society or Association programs; confers with donors on short- and long-range estate planning and advantages of contributions to agency programs;

Negotiates with individuals and private companies to sponsor and monetarily support agency operations and equipment to support Society or Association programs;

Builds relationships with government, corporate and foundation sources and the Federal, State, and local level;

Performs other work as required.

Knowledge and Abilities

RESOURCE DEVELOPMENT OFFICER

Knowledge of: corporation structures; partnerships; family held corporations; tax laws; charitable giving laws; non-profit foundations structures and functions; trust accounts; estate planning.

Ability to: work well with board of trustees and volunteers; devise financial options and plans for trust funds and deferred tax processes; sell prospected donors on Society or Association programs and benefits; speak effectively; write in a concise and effective way.

Minimum Qualifications

A Bachelor's degree.

AND

Three years of experience in fund-raising and public relations to include managing a fund-raising campaign.

New class: 11-15-91