



## JOB DESCRIPTION

**Title:** Development Officer  
**Location:** Remote  
**Division:** Grassroot Soccer, Inc.  
**Manager:** Senior Director of Development  
**Effective Date:** December 2021

**Grassroot Soccer (GRS)** is a rapidly growing adolescent health organization that leverages the power of soccer to educate, inspire, and mobilize at-risk youth in developing countries to overcome their greatest health challenges, live healthier, more productive lives, and be agents for change in their communities. Since 2002, GRS has reached over 13 million young people in 60 countries with life-saving HIV prevention and sexual and reproductive health information and services.

### Role Overview

The Development Officer (DO) will drive major gifts revenue and growth while contributing to the highly collaborative, positive, and action-oriented culture at GRS. Reporting to the Senior Director of Development, the DO is responsible for raising and stewarding individual, unrestricted major gifts critical to the mission, growth, and innovative work of GRS. The DO will develop and execute strategies to manage a portfolio of ~150-200 individual major donors and prospects (5-7 figure); support systems, processes, and reporting and analytics for major gifts; and support key events as they relate to major donors. The successful candidate is someone who is learning agile, relationship-focused, and a self-motivated frontline fundraiser. They have high emotional intelligence and are wired for and comfortable with working with high-net-worth individuals and making the ask.

### Essential Duties and Responsibilities

#### *Portfolio Management (65%)*

- Using a moves management system, thoughtfully and strategically manage and grow a targeted portfolio of individual major donors (5-7 figure) with annual, campaign, and multi-year goals toward increased increase year-over-year revenue (~\$5M revenue with opportunity for growth)
- Manage ~150-200 major donors and prospects: qualify philanthropic capacity; build and execute donor strategies; prepare meeting briefs and talking points; prepare proposals, solicitations, closure, and stewardship
- Support and help lead internal campaign strategy and coordination: donor and prospect strategies; case for support development/customized proposals for solicitation; pyramid development; pledge tracking, etc.
- Identify, cultivate, and engage a portfolio of 5-7+ figure prospective donors
- Support and/or lead key events, as needed, as it relates to major donors and portfolio management to include marquee events, cultivation and fundraising events, and soccer and endurance events and donor activations
- Create strategic correspondence, including solicitations, proposals, appeals, and stewardship materials to engage major donors and prospects
- Collaborate with leadership to develop meaningful opportunities for engagement with the aim of increased giving for individual donors

***Educate. Inspire. Mobilize.***



- Support annual appeals and annual reports and other donor communications as it relates to major gifts, as needed
- Maintain donor records in CRM (contacts, actions, etc.)

#### *Development Strategy & Operations 25%*

- Working closely with the Senior Director of Development, partner to implement, manage, and maintain key systems that will support growth for individual giving and the team overall (pyramids, revenue management, etc.)
- In partnership with the Senior Director of Development, develop reports as they relate to major gifts that track year-to-date progress; help to analyze trends and identify areas of growth
- Support fundraising efforts of leadership, including research, talking points, solicitation materials, program updates, and follow-up proposals
- Partner with the business development team to identify, strategize, and support execution around prospective foundation and corporate partners for unrestricted funding

#### *Other 10%*

- Partner with global and in-country teams to provide programmatic updates for key constituencies as it relates to portfolio/major donors
- Share donor engagement best practices across the organization, and actively contribute to an internal culture of philanthropy and stewardship
- Other projects and responsibilities as assigned

### **Qualification, Skills, and Knowledge Requirements**

- Ideally 3-5 years of major gifts experience in a mission-driven non-profit, with a proven track record of portfolio management and raising 5-7 figure gifts from high-net-worth individuals (campaign, annual, multi-year)
- Demonstrated effectiveness in prospect identification, relationship development and cultivation, proposal development, solicitation, and stewardship
- Understanding of best development practices, the donor cycle, and working with a commitment to a donor-centric philosophy
- Demonstrated experience planning and executing fundraising and cultivation events as they relate to major donors and high-net-worth individuals
- Preferred:
  - Experience working with field teams across multiple time zones and contexts
  - Campaign or capital campaign experience
  - A passion for sport and youth development is a plus!

### **Ideal candidate should be exceptional at:**

- Relationship management with high emotional intelligence, exceptional judgement, and professionalism
- Working in teams where collaboration, communication (written and verbal), accountability, and low ego are essential
- Not just producing results and executing with excellence, but using team systems and processes to produce those results
- Being proactive, resourceful, and doing what it takes to get the job done



- Managing multiple projects efficiently, hitting deadlines, and maintaining a high level of organization
- Working in a growing organization where ambiguity equals opportunity

### Other Expectations:

#### Location & Travel

- Approximately 30% domestic travel, 5% international travel
- GRS supports a flexible work schedule and ability to work remotely

#### Relationships

- In addition to reporting to the Senior Director of Development and collaborating with the development team, the DO will work closely with the Founder/CEO, marketing/communications team, and business development team, building strong relationships internally across the organization and proactively ensuring access to the information needed to solicit gifts and build donor relationships effectively
- The DO will also work closely with staff in the UK and the countries GRS serves to support donor strategy efforts and coordinate cross-country events and activations where major donors are involved

Successful leaders at Grassroot Soccer are bold, yet humble. They are passionate about the mission of Grassroot Soccer and understand their role on the Grassroot Soccer team to achieve its mission.

Day to day, they are...

- **Proactive:** can anticipate both opportunities and obstacles and take action
- **Professional:** level-headed; ability to de-escalate difficult situations, behave exceptionally, and manage/minimize distractions
- **Problem Solvers:** comfortable with ambiguity, can creatively unlock bottlenecks and turn problems into opportunities

...they demonstrate lots of...

- **Common Sense:** prioritizing the right things at the right time; making good, quick, informed decisions balancing multiple issues and points of view
- **Self-awareness:** know where one's blind spots are, recognize differences, and build a team to complement one's skills and weaknesses

...and a strong bias for...

- **Follow-through and Outcomes:** deliver results, not just create lots of activity
- **Treating People Well:** empathetic, kind, great listener, yet can make tough decisions and hold oneself/others accountable

**To Apply:** Please submit a Cover Letter and CV to [globalhr@grassrootsoccer.org](mailto:globalhr@grassrootsoccer.org) with "DO" on the subject line. Only short-listed candidates will be contacted.



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[www.GrassrootSoccer.org](http://www.GrassrootSoccer.org)