City of Iowa City
External Position Vacancy Announcement

September 18, 2018

Continuation of the position will be contingent upon successful fundraising
Development Specialist
Senior Center
Full Salary Wage: $27.97 - $35.50 per hour
One permanent part time position available
20 hours per week, plus occasional evening meetings and weekends

Under minimal direction and in collaboration with Senior Center staff, develops and implements a successful fundraising campaign for the Iowa City/Johnson County Senior Center. Implements, evaluates and refines as necessary a comprehensive fundraising program that incorporates all available technology. Works with The Center staff, Board members of Friends of The Center, Volunteers, and Iowa City leaders to identify, develop plans to raise funds to address priority needs that assure the short-term and long-term viability of The Center. Maintains and manages a donor database to assure accurate, complete and accessible demographic and giving information. Produces comprehensive quarterly reports of fundraising activities and accomplishments to the Senior Center Coordinator. Works with the foundation/Friends of The Center board of directors to ensure that mission of foundation is carried out. Cultivates and enhances contacts with community leaders and key contributors to increase support and raises funds for the Iowa City/Johnson County Senior Center Services. Coordinates all fund-raising efforts; develops, prepares and coordinates all fundraising materials, reports and schedules general correspondence, and agendas. Receives and acknowledges all contributions, grants, bequests, and gifts-in-kind; maintains accurate gift records and financial statements for foundation. Prepares grant applications with assistance from other Senior Center staff. Prepares and administers foundation budgets; monitors expenditures of budget. Develops annual plan for development office includes: staff, budget, fund raising strategies, publicity, business partnerships, proposals, recognition and programs. Carries out established policies and procedures regarding safety and security of patrons and fellow staff members. Prepares monthly reports on development activities for foundation board of directors. Helps plan and carries out emergency procedures. Conducts self in a manner which promotes and supports diversity and inclusivity in the workplace and community. Performs all other related duties as assigned.

Minimum education, experience and certification
Bachelor's degree in communication, journalism, public relations, marketing, sales or social work from an educational institution accredited by a DOE recognized accreditation body, or more than three years of related experience required. Or equivalent combination of education and experience. Excellent verbal, written, interpersonal communication and computer skills required. Experience as a fundraiser preferred. Two to three years of fundraising experience preferred. Degree in philanthropy, marketing or public relations preferred. Certification in CPR and the use of an external automated defibrillator preferred. Valid driver’s license with satisfactory driving required. Must be 18 years of age per Iowa Code 92.8. Must pass criminal background check.

Application deadline is Friday, October 5, 2018. To apply, please visit the City’s Self Services website at www.icgov.org/jobs to complete the City of Iowa City online employment application.

To comply with the requirements of the Immigration Reform and Control Act of 1986, all persons hired will be required to provide verification of identity and employment eligibility per provisions of the Act.

The City of Iowa City is an Equal Opportunity Employer. The City of Iowa City is a supporter of the National Career Readiness Certificate.

City employees must log into their MSS account as an employee with their employee number and password in order to apply