

Development Officer Job Description

Project Veritas is looking for a highly-motivated, experienced individual who wishes to join our growing fundraising team. This position would ideally be in our Mamaroneck, NY headquarters but may possibly be remote.

With our training, the individual who fills this role will grow their development skills, manage their own projects and cultivate donor relationships under the guidance of our Vice President of Development.

Some of the tasks associated with this position includes:

- Traveling with the President and Vice President of Development on donor meetings;
- Traveling with the President to events, conferences and on speaking engagements;
- Executing and manage our monthly-giving program;
- Executing and manage our planned giving program;
- Working with VP of Development to make thank-you calls to donors;
- Assisting with our high dollar direct mail and info mail programs;
- Cultivating existing donors;
- Procuring meetings with high dollar potential donors for the President and Vice President of Development.

Prior database management is required. Previous Salesforce experience is preferred but not required.

Salary is negotiable and based on skills and experience.