



# WLRP Development Officer

<b>Job Title:</b> Development Officer		
<b>Job Category:</b> Regular Part-time (20-22 hours)		<b>Job Description Last Updated:</b> April 7, 2024
<b>FLSA Classification:</b> Non-Exempt (Hourly)	<b>Job Code:</b>	<b>Career Band Level:</b> Administrative
<b>Reports To:</b> WLRP Director		

**Pay range \$40,000 - \$60,000**

**Please send letter of interest with resume to [wlp@wlrp.org](mailto:wlp@wlrp.org) ATTN: President Brian Weeden**

## Mission and Job Purpose

The mission of the Wôpanâak Language Reclamation Project is to reclaim the Wôpanâak language as a principal means of expression for the Wampanoag Nation communities of Aquinnah, Assonet, Herring Pond and Mashpee including the Wampanoag and individuals in their households.

The WLRP Development Officer is a key position in the administration of WLRP that works directly with the WLRP Director and WLRP Administrator. The Officer is responsible for leading and implementing the fundraising strategy, identifying additional Team members necessary to implement the strategy and to support the growth of WLRP by establishing and maintaining relationships with donors, foundations, and federal, state and local funding entities.

## Essential Functions and Other Job Duties

### Leadership:

- Create and Implement a Comprehensive Fundraising and Marketing Strategy
  - Develop and execute a comprehensive fundraising strategy that includes identifying and cultivating individual, corporate and foundation donors and prospects
  - Manage all aspects of the fundraising program, including major gifts, planned giving, special events and grant writing.
  - Develop and implement a marketing strategy to support fundraising efforts, including creating collateral materials, online content and other communications to promote WLRP’s mission, programs and services.

### Development and Maintenance of Relationships and Public Image:

- Drive Awareness and Advocacy for WLRP’s Mission and Need
  - Develop and implement strategies to raise awareness, visibility and support.
  - Become familiar with the financial and volunteer support bases for WLRP to maintain and grow those relationships and mobilize supporters and volunteers in the Wampanoag communities.

**Assessments:**

- Responsible for annual assessment of development activities and any development of necessary adjustments to WLRP development activities.

**Administration:**

- Work with the Director, Administrator and necessary team members to research and develop funding opportunities and submit grant applications.
- Become familiar with and manage WLRP DonorView software

**Reporting:**

- Work with the Administrator and the Director to deliver timely reporting to funders.
- Work with the Administrator and the Director to deliver monthly updates to the WLRP Board of Directors and WLRP Committee.

## **Responsibility and Accountability**

The WLRP Development Officer reports to the Director.

## **Knowledge and Skills Required**

***Education***

- Bachelor's Degree from a four-year institution.
- A focus in public relations and finance courses strongly preferred.

***Experience***

- Proven positive relationship with communities of the WLRP. Prior working relationship with any of the communities of the WLRP strongly preferred.
- At least five years of proven experience in public relations, development planning, grant writing, and reporting for a non-profit. Knowledge and experience with federal funding applications and reporting strongly preferred.
- Knowledge of Wôpanâak history, traditions, and practices.

***Licensing and Certification Requirements***

- Valid driver's license required.

***Other Requirements***

- Must pass CORI and SORI background check.
- Must be proficient in WLRP's DonorView CRM, MS Office (email, Word, Excel)

***Abilities***

- **Communicating** — Exchange information with others articulately and effectively and always in a respectful manner.

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- **Critical Thinking** — Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- **Judgment and Decision Making** — Consider the relative costs and benefits of potential actions to choose the most appropriate one.
- **Writing** — Communicate effectively in writing as appropriate for the needs of the audience.
- **Complex Problem Solving** – Identify complex problems and review related information to develop and evaluate options and implement solutions
- **Management of Personnel Resources** — Motivate, develop, and at times, direct people as they work on a project component.
- **Time Management** – Manage project and grant application and report timelines as well as one’s own time.

## ***Physical Effort***

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In terms of overall physical demand, an employee must be able to perform light work to perform the essential functions of the job. Light work is defined as being able to exert up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

## ***Mental Effort***

A high level of mental effort is required to communicate effectively and respectfully with the WLRP’s diverse staff, board leadership, and constituencies.

## **Working Conditions**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In general, an employee in this job works in an office setting. However, an employee may be exposed to working in an environment that does not provide protection from temperature changes such as performing some activities outside.