

## Development Specialist

**Reports To:** Director of Institutional Advancement

**Commitment:** Flexible; determined in coordination with the Director (Estimated 5-10 hours per week)

**Location:** Remote

**Status:** Volunteer (Uncompensated)

### Mission & Role Summary

The Development Specialist is a hands-on volunteer support role dedicated to the fundraising and advancement operations of Compass IGG & Advocacy. Reporting directly to the Director of Institutional Advancement (DIA), the Development Specialist is responsible for executing the tactical components of the organization's fundraising strategy. This role ensures the smooth operation of donor stewardship and campaign execution, allowing the organization to secure the resources necessary to resolve unidentified missing persons cases.

### Key Areas of Responsibility

The Development Specialist will focus on the administrative and logistical execution of development initiatives:

#### Prospect Research & Management

- Conduct background research on prospective individuals and corporate donors as directed by the DIA to determine giving capacity and affinity.
- Assist in maintaining prospect records and pipelines by tracking moves management and ensuring follow-up tasks are completed.

#### Campaign Execution

- Support the rollout of annual giving campaigns and digital fundraising appeals by preparing materials, monitoring email lists, and tracking results.
- Assist with the logistical coordination of virtual fundraising events or donor briefings.
- Collaborate with the DIA to gather data and success stories for grant reporting and donor updates.

## Requirements & Vetting

- **Security Mandate:** Must have access to a reliable, private internet connection and a personal computer that is password protected and not shared with others.
- **Vetting:** The offer to serve as a Development Specialist Volunteer is strictly dependent on the candidate successfully passing a background check.
- **Confidentiality:** Must adhere to strict confidentiality agreements regarding donor data and sensitive case information.

## Qualifications & Desired Attributes

- Experience in administrative support, fundraising, or customer service is highly desirable.
- Proficiency with Google Workspace (Docs, Sheets, Slides) and comfort learning new software and platforms.
- Exceptional written communication skills and a professional demeanor.
- High degree of organization and attention to detail, particularly regarding data accuracy.
- Ability to work independently on assigned tasks while maintaining open communication with the DIA.
- A strong commitment to the mission of Compass IGG & Advocacy and ethical fundraising practices.