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## **Job Title: Investment & Partnership Officer**

**Department:** Investment

**FLSA Classification:** hourly, non-exempt

**Reports to:** Investment & Partnership Director

**Hours:** 40 per week

### **JOB SUMMARY**

This position will serve as a spokesperson and ambassador for Sherwood under direction of the Investment & Partnership Director and is primarily responsible for developing and deploying individualized cultivation strategies with current and perspective investors to support Sherwood's annual fundraising goals.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

#### Responsibilities

1. Cultivate and maintain relationships with current or prospective business, community leaders, supporters and volunteers who are current or prospective partners and investors in our work.
2. Meet face to face with donors, prospective supporters, and potential sponsors to solicit financial or otherwise beneficial partnerships that further agency mission and awareness in community.
3. Develop appropriate cultivation strategies and advance potential donors in an appropriate and timely fashion toward solicitation and gift closure.
4. Prepare mailing of informational materials including appeals, acknowledgements and receipts.
5. Recruit volunteers to meet agency needs.
6. Assist agency efforts with event planning and execution, in conjunction with Investment & Partnership Director, staff and volunteers.
7. Provide presentations to community groups, businesses, and events to promote Sherwood and our mission.
8. Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

1. Education
  - Record of outstanding academic achievement.
2. Experience
  - Proven track record of increasing revenue
3. Other required Knowledge, Skills, and Abilities:
  - Ability to pass DSHS background check.
  - Exceptional written and oral communication skills.
  - Highly tuned listening skills.
  - Confident, professional and demonstrated passion for our mission.
  - Strong empathy and tireless perseverance.
  - Optimistic, positive and charismatic disposition.
  - Organized, detail-oriented, motivated, self-starter

- General language, word processing, mathematical and reasoning skills
- Proficiency with technology including MS Office Suite
- Valid driver's license, with reliable transportation with insurance coverage sufficient to cover potential liability. An acceptable three year motor vehicle report and the continuous retention of an acceptable three year motor vehicle report.

#### EQUIPMENT USED

- General office equipment, including fax and copy machines, printers, etc.
- Computer, including basic use of Microsoft Office Suite.
- Phone
- iPad

#### WORK ENVIRONMENT

- Sherwood offers a positive work environment with supportive leadership staff. This position will demand multi-tasking and flexibility in tasking.
- Able to comfortably work in an office environment, including sitting for extended periods of time and moving about campus as needed.
- Ability to attend numerous appointments in a variety of community settings each workday.
- Able to communicate clearly including in front of groups.
- May also include stooping, kneeling, reaching and lifting items.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Manager Signature: \_\_\_\_\_

Date: \_\_\_\_\_

The job description does not constitute a written or implied contract of employment. Sherwood reserves the right to revise or change job duties and responsibilities as the need arises.

All activities of this position shall be consistent with the agency's mission "to provide quality community based services and support for children, adults and families, enabling them to live meaningful lives to the maximum of their capabilities." The person filling this position will have the commitment to work effectively with diverse populations, including persons with disabilities.

All qualified applicants will receive consideration without regard to race, color, sex, religion, creed, marital status, age, Vietnam era disabled veteran's status, sexual orientation, pregnancy or presence of any sensory, mental or physical disability. All employment related decisions are based solely on relevant criteria including training, experience and suitability.