



## Development Officer (Level 1)

**Position Status:** Full Time | Salary

**Schedule:** Monday – Friday during business hours with occasional evenings or weekends

**Location:** on-site at 2801 N. Charles St. Pittsburgh, PA 15214 (North Side)

**Parking:** Free parking is available on-site for staff members

**Benefits:** *Fully paid* medical, dental, vision, HRA, FSA, life, and disability (no monthly premium cost to the employee); 401k contribution after eligibility is met; supportive and encouraging work environment with casual dress code

### Who We Are:

Urban Impact is a Christian community development nonprofit ministry that desires to see lives holistically transformed in the North Side community one person, one family, and one block at a time who, in turn, make a powerful impact locally and globally for Jesus Christ. Our mission is to do our part in fulfilling Christ's Great Commission on the North Side of Pittsburgh by following His model of holistic ministry by investing in the lives of at-risk children, youth, and their families to develop mature, responsible followers of Jesus Christ. Urban Impact employees are expected to be a living example of the mission of Jesus; our beliefs must not only be understood but lived out in everyday life. If you are a dedicated follower of Jesus Christ and believe you are called to be a fellow worker in this mission, then we invite you to review the duties and qualifications listed below.

**Summary:** This role is ideal for someone eager to learn the art and heart of nonprofit fundraising. The level 1 development officer will grow our mission through strategic donor engagement. This role will focus on management of a donor portfolio — either individual households or corporate sponsors — with a focus on cultivating, soliciting, and stewarding gift donors and prospects.

### Responsibilities:

- Build and manage a portfolio of 50–100 assigned donors or sponsors
- Conduct research and outreach to identify new prospects
- Execute strategic moves-management plans for each donor
- Maintain accurate records and track activity in the CRM (Virtuous)
- Written and verbal communication with donors
- Collaborate with Marketing department to create compelling materials
- Prepare monthly reports and annual fundraising planning
- Travel is required, up to a 2-hour radius.

### Required Education, Skills and Experience:

- Bachelor's degree preferred (or equivalent experience in nonprofit, sales, or relationship-building roles)
- 1–3 years experience in development, fundraising, customer relations, or related field
- Exceptional communication and organizational skills
- Proficient with technology, including CRMs, spreadsheets, and communication tools
- Highly relational with a learner's mindset and strong attention to detail

- Alignment with Urban Impact's mission, values, and Christian foundation

**Clearances Required:**

National and state background clearances will be required.

**Organizational Requirements:**

- Driver's license and clear driving record
- Three-year commitment
- Urban Impact employees are expected to align with the organization's faith-based mission and be a living example of the mission of Jesus. At Urban Impact Foundation, we don't just want our staff to be highly qualified in their professional skills. Since ministry is a holy calling, our staff must be believers in and committed followers of Jesus Christ, morally sound, and committed to the vision of Urban Impact. We require that our spiritual beliefs, detailed at <https://uifpgh.org/our-beliefs>, are not only to be understood and believed, but also lived out in the everyday lives of our staff.

**How to Apply:**

If you are interested in a growing, dynamic ministry and possess the job qualifications listed above, please email your resume, a cover letter of interest, and a brief statement of faith to: [humanresources@uifpgh.org](mailto:humanresources@uifpgh.org). All three items must be submitted.

*This description is not intended and should not be construed to be an exhaustive list of all responsibilities, skills, efforts or working conditions associated with this job. It is intended to be an accurate reflection of the essential job elements.*