



The American Village announces it is accepting applications for the position of:

Development Officer

Description

Physical Location: 3727 Highway 119 Montevallo, Alabama 35115

The American Village is a 501(c)(3) history and civic education center located on a 188-acre campus in Montevallo, AL. Chartered in 1995, the American Village campus opened in 1999 and serves Pre-K—12 and college students from throughout Alabama and the Southeastern United States. The mission is to strengthen and renew the foundations of American liberty and constitutional self-government through its innovative, engaging, and nationally recognized programs for students and the general public. More information is found at the website: www.americanvillage.org.

The Development Officer is a fulltime position which reports to the President/CEO. The Development Officer will have a vital role in development efforts in Alabama, and to a lesser degree in the Southeast and the Nation. The Officer will supervise a part-time development and records assistant, and will be part of the CEO's advancement team.

Requirements / Qualifications:

The successful candidate will have these qualifications:

- A bachelor's degree from an accredited college or university with knowledge and progressive experience in development. Preferably the successful applicant will have a major or minor in American history or political science and four or more years of success in non-profit development.
- A commitment to best practices and ethical standards in development activities.
- Successful experience in a non-profit environment in key areas, which would include some of these: short- and long-term development strategy; prospect identification and research, cultivation, and solicitation; and stewardship and donor relations, retention, and recognition. Ideally the candidate will have development experience with individuals, foundations, corporations, and other funders.
- Experience in one or more of these areas: annual giving (or annual memberships); deferred giving; and major gifts (with gifts being in support of operations, special projects, and endowment).
- A basic knowledge of and commitment to the foundations of American liberty and constitutional self-government.
- The ability to help potential supporters make connections between the importance of these foundations and the Village's mission of developing and inspiring youth to be good citizens.
- Excellent written and presentation skills along with work habits of initiative, self-organization, time management, multi-tasking, and flexibility.
- Superior skills in engaging with an array of potential supporters.
- Familiarity and competency with MS OFFICE products, particularly WORD and EXCEL, as well as relationship (donor) management software.

About Employment

- This position will require some in- and out-of-state travel (and a valid drivers' license required). While customarily this position is on a Monday-Friday work week schedule, on certain occasions evening or weekend work will be necessary with prior notice.
- The American Village is an "at-will" employer under state law.
- Smoke- and drug-free campus.
- Before employment a person must certify he/she has no criminal conviction(s) for crime(s) of moral turpitude .
- The American Village is an equal opportunity employer.

Compensation and Benefits:

- Competitive salary with excellent benefits, including Blue Cross insurance and retirement plan, paid leave (vacation and medical), and paid holidays.

To Apply:

- Submit within a single PDF (file size cannot exceed 9.9 MB) the following:
 - Your cover letter addressed to Tom Walker/Alex Dudchock introducing yourself and describing your interest in this position and the American Village
 - Your resume noting your education and your experience (including a chronology of employers and your position and responsibilities with each)
 - A separate page showing your salary history (and any current salary expectation or minimum requirement)
 - A separate page listing three professional references (we will not contact any reference prior to an interview and before doing so we will obtain your consent to contact any reference you identify)
 - IMPORTANT - Please name the PDF file using this protocol:

DO (space) LAST NAME (space) FIRST NAME
(Example: "DO DOE JANE")
Your software will likely add the PDF extension at the end:
DO DOE JANE.PDF
 - Email the above PDF file to: officersearch@americanvillage.org
- We will confirm receipt of your materials by email and respectfully request no phone calls to inquire about the status of the search.
- The search will be ongoing and we will consider candidate applications until the position is filled.
- Interviews will be scheduled with candidates who appear to best meet the stated criteria.
- Once an employment offer is extended and accepted, all applicants will be advised via email.