

PROFESSIONAL FUND-RAISING DEVELOPMENT OFFICERS

The emphasis should be on characteristics that are important for the appointed person to be able to effectively carry out the position requirements. Specifically, we require someone who can accurately and effectively communicate the mission of our organization, and who understands the importance of close interaction and teamwork among the development office, public relations and marketing, other professional staff and management. This person will also represent our organization externally in ways which foster the best possible relations with volunteers, actual and potential donors, sponsors and granting agencies. In succinct terms the requirements are:

--Knowledge of basic skills of fund-raising management

--Superior organizational and communication skills

--Donor and volunteer service mentality

--Analytical capabilities

--Conceptual skills

POSITION TEMPERAMENT

Considerable attention will be centered upon the personality aspect of the individuals involved, since most often, the right temperament will dictate whether they will be successful or not. They must be willing and capable of maintaining a low profile, allowing the volunteers and donors to receive the proper credit. They must be flexible, persistent and very attentive to detail. They are organizers and directors, as their principal charge is to develop numerous efficient and compelling opportunities for donors to give their support, and at the same time making those experiences satisfying and rewarding for them.

From a newspaper essay written by syndicated columnist Sidney Harris titled *Temperament for High Office May Succeed More Than Talent*:

"Most of us prefer to ignore our temperamental incapacities for certain jobs and functions. We imagine that because we have the skills and the knowledge and the expertise, we are thereby fitted for the task.

Yet it has been my observation over the years that temperament is the most important ingredient in many crucial posts--and one that is too often ignored, both by those who proffer the job and those who accept those jobs.

It has also been my observation that more people succeed by temperament than by talent, especially in those jobs where relating to people is the prime ingredient. A person cannot be dumb, but need not be especially smart if he or she has a native shrewdness and tact in handling people; whereas a far smarter person may come to catastrophe by overvaluing brains at the expense of other personality factors."