



Southwest Initiative Foundation Job Description

POSITION:

Development Officer

POSITION SUMMARY:

This position manages and implements the Southwest Initiative Foundation's (SWIF) prospect research function for regional fundraising and planned giving programs, and it develops and implements a variety of fundraising strategies, messages, engagement and stewardship activities, and gift solicitation for donors and donor prospects. In addition, this position builds relationships with professional advisors including attorneys, CPAs and financial advisors, and it is responsive to other fundraising opportunities that emerge.

The Development Officer works directly with donors and donor prospects, professional advisors, SWIF board members, SWIF board committee members, staff including the President/CEO, and consultant partners.

MAJOR RESPONSIBILITIES:

- Provide overall leadership to the prospect research function for the regional fundraising and planned giving programs; plan and coordinate events for professional advisors, managing the CLE/CEU credit process, and plan and coordinate events for planned giving donors and donor prospects
- In partnership with the fundraising team, create and execute the annual fundraising plan; develop and implement new fundraising strategies and campaigns
- For an assigned portfolio of donors and donor prospects, develop and implement relationship-building and engagement strategies designed to deepen relationships and passion for mission; update and manage database records
- For an assigned portfolio of professional advisors, develop and implement strategies designed to share the SWIF story and value-add for charitably-inclined clients; update and manage database records
- Solicit and close gifts of all sizes
- Record interactions, contacts and moves for donors, donor prospects and professional advisors; engage staff and/or board members in ways that advance each unique relationship
- Monitor the budget, track and evaluate campaign success and prepare reports/updates
- Provide direction, information and connections for SWIF's communication needs; assist in developing and refining complex documents, such as direct solicitations, case statements, donor stories, e-newsletter and blog content, funding proposals, press releases and more
- Equip administrative staff to ensure accurate and timely processing of donor contributions; ensure donors are thanked and recognized in a timely and meaningful manner

August 30, 2018



- Monitor the legislative environment, trends, best practices and policies that impact the fundraising profession and the community foundation sector
- Collaborate in developing and refining board-level policies
- Participate in internal staff functions, meetings and events; provide internal leadership to these efforts as appropriate
- Professionally represent SWIF at activities and events; provide reports to SWIF Board of Directors as requested; public speaking at local/regional functions regularly
- Serve on appropriate committees, boards and other work teams, as appropriate
- Perform other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Excellent relationship-building, listening, gift solicitation, public speaking, project management and problem-solving skills
- Strong knowledge of the nonprofit sector, fundraising and volunteer engagement in the fundraising process
- Ability to lead, equip, empower and develop others in both formal supervisory and informal non-supervisory situations
- Knowledgeable of basic public charity requirements, planned giving vehicles, non-cash gifts and the charitable tax deduction
- Working knowledge of Microsoft Outlook, Excel and Word; database management and the ability to learn and adapt to new technologies
- Appreciation of southwest Minnesota and its unique attributes; team-player; self-directed; trustworthy; customer-service oriented
- Ability to lift 20 pounds

CORE COMPETENCIES

Manages Complexity, Cultivates Innovation, Resourcefulness, Values Differences, Demonstrates Self-Awareness, Nimble Learning, Communicates Effectively, Instills Trust and Ensures Accountability

MINIMUM QUALIFICATIONS:

Bachelor's degree and 4-5 years of professional experience in philanthropic work, including any combination of fundraising, communications, volunteer engagement/management and grantwriting; significant experiences in sales/marketing also considered. Enthusiasm and commitment for southwest Minnesota's people, communities and rural philanthropy are essential. Regular travel throughout the region (1-2 days per week) is required; periodic national travel as needed. CFRE certification, or the desire to work toward CFRE certification, a plus.

STATUS:

Full Time, Exempt

REPORTS TO:

Director of Philanthropy

OFFICE LOCATION:

Hutchinson-based or field-office option

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