



JOB DESCRIPTION

Title: Senior Development Officer	Employment Status: Full-time
Department: Development	FLSA Status: Exempt
Reports To: Vice President of Advancement	Supervises: Not Applicable
Salary range: \$68,000 - \$75,000 DOQ	

SUMMARY

Under supervision of the Vice President of Advancement, the Senior Development Officer is responsible for significantly growing and expanding the Foundation’s portfolio of leadership level annual and major donors, working with donors to achieve their philanthropic objectives, and meet the needs of the Women’s Foundation of Minnesota.

PRIMARY RESPONSIBILITIES

Qualify and Identify Prospective Donors

- Partner with Development Team members to identify, contact and qualify individuals.
- Contact via telephone, email or other methods, prospects and lapsed donors to secure face-to-face visits.
- Conduct qualification appointments, with an emphasis on identifying prospects with the financial capacity to make gifts of \$50,000+. Additionally, solicit leadership annual gifts with a focus on \$5,000+. Utilize a variety of gift vehicles including multi-year pledges and planned giving.

Major Gifts Development

- Develop and implement strategies for each prospect, including ways to increase involvement of donors and prospects in the activities of the Foundation. Utilize a number of different strategies, including leadership annual giving, current and planned giving to develop a mutually beneficial philanthropic relationship with donors. Develop a portfolio of approximately 100-125 actively managed prospects.
- Develop and coordinate proposals for major gifts within the portfolio and in collaboration on shared prospects with Development Team members. Execute moves/actions steps on behalf of and in collaboration with the Development Team.
- Complete and file timely reports. Maintain accurate and relevant records within RaisersEdge. Provide regular progress reports on the prospect cultivation and solicitation, and promptly complete and file thorough reports in RaisersEdge of all contacts.
- Ensure the appropriate stewardship process is in place and executed for all donors within assigned portfolio and, in collaboration, with Development Team, implement strategy for engagement.
- Complete development officer training, hitting benchmarks and progressive professional objectives.

- Clear and coordinate prospective donors with senior development staff prior to direct contact to ensure effective solicitation of the donor staff that maximizes the gift to the Foundation and the donor's satisfaction.
- Activate and lead volunteer committee of Professional Advisors, with focus on donor referrals and planned giving pipeline development.
- Manage implementation of annual funding appeals, planned giving communications and other key donor communication pieces, partner with other key foundation leadership and teams to execute.
- Development professionals are required to adhere to the "Donor Bill of Rights" and ethical standards set forth for the Foundation.

SECONDARY RESPONSIBILITIES

- Participate in special projects and event planning, as assigned. Handle other duties and assignments as might be required.
- Enhance the visibility and reputation of the Women's Foundation of Minnesota by attending events and serving on committees within/outside the Foundation as appropriate. Attendance at occasional evening and weekend events and occasional travel expected.
- Participate as an active member of the foundation staff by working collaboratively with other staff members, providing active support to all the programs and initiatives of the department, and by communicating openly and honestly with staff and volunteers.
- All other projects and tasks as assigned by the Vice President of Advancement, Vice President and President/CEO.

JOB SPECIFICATIONS

Desired Education and Experience

- Four-year college degree
- Minimum of three (3) to five (5) years of development and/or transferrable experience, which includes managing relationships, creating and presenting proposals, and other relationship development, sales-related management or related experience. Ideal candidate will have demonstrated success in fundraising, with a proven track record of securing leadership annual and major gifts with individuals.
- Outstanding oral, written, and interpersonal communication skills, including effective presentation skills. Ability to communicate clearly and succinctly through strong phone, email and written communications.
- Able to use fundraising software (Raiser's Edge.)
- Knowledge of Twin Cities philanthropic community.

Knowledge, Skills and Abilities

- Demonstrates initiative and a solution-focused attitude while positively contributing to a team work environment.
- Able to work independently, make routine decisions and solve problems unaided, effectively and creatively.
- Able to plan, prioritize, coordinate, and manage own work. Thorough, organized and detail-oriented approach to work. Applies effective time management skills to meet all deadlines.

- Strong knowledge of principles, ethics and practices of effective fundraising. Familiarity with planned giving principles and vehicles.
- Experience working with leadership volunteers and board development.
- Goal oriented, persistent and persuasive in the contact, follow through and completion of acquiring donor gifts.
- Works with a proactive, ownership approach to work and operates with a sense of urgency.
- Strong commitment to work as an effective team member.
- Understand confidential nature of organization, fundraising and donor information and maintains confidences.
- Sense of Humor.
- Passion for the Women’s Foundation of Minnesota’s mission.

Physical Requirements Necessary to Perform This Job

- Hear and speak in order to use telephone and communicate with people both in and out of the office environment.
- Sit at desk for extended periods, as well as move around office area repeatedly throughout the day.
- Apply manual dexterity for computer keyboarding and office equipment use.
- Visual ability to review detailed reports and information.
- Flexible work hours. Must be willing to work evenings and attend events on weekends as needed.
- A valid driver's license and a good driving record are required, along with the ability to travel extensively on all forms of major public transportation.
- Able to perform limited overnight travel.

Tools and Equipment Used

- Incumbent must be able to use computers, multi-line telephone, calculator, copy machines, and other office equipment.
- Able to become proficient in MS Office Suite of software as well as fundraising, publishing and research applications.

Employee Signature

Date

Supervisor Signature

Date