

Development Officer



Development Officer: The Development Officer requires a highly motivated and skilled fundraiser, organizer, and project planning person. The skill set is relationship-building, strategic fundraising, and operational support. A proven track record in fundraising who also excels at managing multiple projects, collaborating with cross-functional teams, and providing exceptional administrative support. The Development Officer plays a key role in advancing the foundation's mission through donor engagement, event coordination, and fundraising campaign management with the Board, President and staff. *This is an in-person position at the ILTF headquarters located in Little Canada, Minnesota.*

Key Responsibilities:

Donor Relationship Management:

- **Prospecting:** Identify and research new donor prospects across various sectors—individuals, corporations, foundations, and tribal entities. Utilize strategic thinking to uncover opportunities for new funding sources.
- **Cultivation & Stewardship:** Build and maintain long-term, meaningful relationships with donors, ensuring high levels of donor retention and facilitating future contributions.
- **Solicitation:** Take an active role in soliciting donations through both small-scale and large-scale efforts, helping to secure financial support for the foundation's initiatives.

Event & Project Management:

- **Event Coordination:** Plan and manage smaller donor-related events and activities that deepen relationships and strengthen donor engagement. Provide logistical and operational support to ensure successful events.
- **Project Management:** Oversee various fundraising projects, balancing competing priorities while staying organized and on track with deadlines and goals.

Fundraising Campaigns:

- Collaborate with the Communications Director to design and implement online fundraising campaigns. Leverage digital tools and strategies to maximize online giving and outreach to potential donors.

Database & Reporting:

- **Donor Database Management:** Maintain an organized and functional donor management system to track interactions, donations, and progress toward fundraising goals.
- **Reporting:** Prepare accurate reports on fundraising activities, donor engagement, and outcomes. Ensure data is updated and easily accessible for ongoing outreach and strategic decision-making.

Administrative Support:

- Provide executive-level support to leadership, including coordinating communications, managing schedules, and assisting with program-related tasks as needed. Demonstrate flexibility and multitasking abilities to support the smooth operation of the development office.

Skills:

Fundraising Knowledge:

- In-depth experience with various fundraising types (individual giving, corporate and foundation partnerships, grants) to diversify revenue streams and engage different donor audiences.

Communication Skills:

- Excellent written and verbal communication abilities, with the capacity to craft compelling proposals, donor reports, and correspondence. Strong interpersonal skills are essential for engaging donors and building lasting relationships.

Technical Proficiency:

- Familiarity with MS Office Suite (Excel, Word, PowerPoint) and donor management systems (such as Abila Fundraising 50). Proficiency with digital fundraising tools and platforms is preferred.

Organizational Skills:

- Detail-oriented with excellent time management and multitasking abilities. Able to juggle multiple projects, deadlines, and priorities while maintaining a high level of accuracy and professionalism.

Professionalism & Teamwork:

- Ability to work independently and as part of a team, adapting to various leadership styles and collaborating with colleagues to achieve organizational goals.

Requirements and Qualifications:

- Bachelor's degree in any related field; Advanced degree in related field is a plus
- 5 to 7 years of significant experience of working in or with Indian land
- Demonstrated progression in leadership or management of non-profit experience is preferred
- Some familiarity with investment of endowment funds, and donor-advised funds
- Exceptional communication skills, both written and verbal
- Team-player mindset and willingness to collaborate
- Willing to take responsibility and act independently when necessary

To apply:

Please submit a cover letter and resume to info@nokomisstrategies.co

This position will remain open until filled.