

**POSITION ANNOUNCEMENT**  
**FRESHWATER SOCIETY - DEVELOPMENT OFFICER**

**Organizational Profile**

Freshwater Society works to value, protect, and restore freshwater resources in Minnesota. Through decades of leadership on groundwater sustainability and runoff pollution, we have earned a reputation as a trusted source of credible and pragmatic information source for those who believe freshwater is a vital asset in our state. We are a trusted partner and serve as educator, advisor, advocate, and collaborative leader for freshwater in Minnesota as we propel the best research and policy ideas from around the country into action here.

Freshwater Society is seeking a Development Officer to grow its development program. The position will oversee individual and major gifts, corporate and foundation support, the membership program, special campaigns, and fundraising events. Reporting to the Executive Director, the Development Officer works closely with the Development Committee, board, and staff to establish development goals and achieve fundraising success. Freshwater Society recently received a report from an external consultant regarding the organization's development/fundraising activities and capacity, and the Development Officer will work to implement recommendations from that report.

Areas of responsibility include:

- Oversee all aspects of development efforts including corporate and foundation support, individual giving, the membership program, fundraising events, and special fundraising campaigns including our upcoming 50th anniversary
- In coordination with the Executive Director and board, prepare development plans, solicit gifts from potential donors, submit grant proposals, and achieve the organization's annual fundraising goals
- Partner with the Executive Director to build sustainable relationships, and create an understanding among donors and the larger community about the importance of Freshwater Society and its need for support
- Lead, coach, train, and motivate the board and staff to build development capacity and instill a culture of philanthropy within the organization, where philanthropy is fully embraced as a responsibility
- Manage and maintain the donor database. Track deadlines for proposals, funder reports, follow up communication with donors, and ensure all deadlines are met
- Institute and manage a prospect research program, and maintain a portfolio of donors, sponsors, and prospective donors
- Track, analyze, and report on fundraising activities and results, and progress towards goals
- Help guide and assist with marketing and communication efforts (publications, media, electronic communications, appeals, social media, and branding, and community outreach) as they relate to fundraising, development, and community outreach

**Qualifications include:**

- Commitment to Freshwater Society's mission and values
- Bachelor's degree
- Five years experience in nonprofit fundraising
- Excellent verbal and written communications skills
- Familiarity with donor databases and the ability to use database information for analysis
- Proven track record in prospecting for, cultivating, procuring, and stewarding individual and institutional gifts
- Ability to meet fundraising goals and deadlines
- Proficiency with Microsoft Office (Word, Excel, Power Point)

Compensation is competitive and commensurate with experience.

Applications will be accepted until September 15, 2017. To apply, send cover letter and resume to:

Julie Fliflet

HR-Freshwater Society

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