



505 Fifth Ave, Suite 850
Des Moines, IA 50309-2317
515-244-1194 Phone
www.iaenvironment.org

Title: Director of Fundraising and Development
Status: Permanent, Full-time salaried, Exempt
Location: Des Moines, IA
Reports To: Executive Director

BACKGROUND AND SCOPE OF RESPONSIBILITY

The Director of Fundraising and Development is responsible for creating and implementing annual plans to meet the Council's funding needs in accordance with the Council's mission, vision and strategic plan. Primary areas of focus are individual giving and major gifts, donor relations and retention, and grant research and writing.

The Director is responsible for participating in and coordinating all giving including major donor solicitations, membership retention and development, and direct mail campaigns. The Director will be expected to boost rate of retention, identify new donor opportunities, and increase donations. The Director is responsible for developing and managing a legacy/planned giving fund. The Director works closely with program staff to help prepare compelling grant proposals and reports as well as research and apply for new grants. The Director is primarily responsible for tracking and reporting of all grants and gifts in a timely and accurate manner. The Director will assist with special events and fundraising activities and coordinate solicitations of businesses that support our fundraisers and projects.

DESCRIPTION OF DUTIES

- Develop and manage an annual fundraising campaign by establishing objectives, activities, timelines and track progress.
- Develop, manage, and execute individual giving and major donor programs including cultivation and solicitations that include the Director and other IEC staff.
- Integrate and implement annual campaign revenue goals and strategies into work plans, projects and initiatives. Use Salsa database and applications to monitor campaign progress and account information to create related and useful data and reports; work closely with Communications and Development Assistant to track, update, analyze, and evaluate data.
- Prospect donors, set several appointments per week, and meet face-to-face with donors, potential donors, corporate sponsors, and members.
- In collaboration with Communications Director, manage direct mail campaigns to increase and retain individual and organizational memberships, including writing and

overseeing production of member recruitment mailings, renewal mailings, regular special appeals and acquisition mailings.

- Research and track foundation and corporate grant funding opportunities; in collaboration with program staff, write and edit proposals, and file reports accurately and on time.
- Develop and execute plan for securing sponsorships for fundraising events that includes staff and board.
- Develop and implement a plan to expand business contributions generally.
- Conduct analysis of membership recruitment and retention activities and plan future efforts.
- Work closely with Finance Administrator to develop revenue projections and track throughout the year.
- Stay up-to-date on appropriate training opportunities and share with board and staff.
- Serve as a backup for Communications for email and social media communications.
- Communicate accurately, professionally at all times, and in a timely fashion with board members regarding financial reporting, fundraising activity, and other development communication.
- In collaboration with Executive Director, prepare quarterly individualized fundraising dossiers for board members and hold one-on-one meetings with board members to develop fundraising pledges and goals.

QUALIFICATIONS

Required:

- Background and successful track record in fundraising, particularly membership/donor recruitment and retention and secondarily, grant writing and reporting.
- Ability to communicate strengths and needs of the Council and directly solicit gifts on an in-person basis. Communicate and write in a clear, professional, and compelling fashion. Attention to grammar and punctuation are a must.
- Experience with event planning and organizing.
- Demonstrated self-motivation and initiative; punctual arrival at meetings and productivity while at work.
- Ability to multi-task and coordinate several projects simultaneously while keeping track of the big picture. Must have superb organizational skills.
- Good interpersonal skills and flexibility.
- Able to travel and meet with current or prospective donors and cultivate relationships.
- A passion for IEC's mission. Enthusiasm for representing a dynamic organization.
- Knowledge and comfort level working with donor databases (CRM), spreadsheets and creation of merged documents.

Desirable:

- Familiarity with Iowa funding sources and regional sources of environmental, natural resources and energy funding.
- Experience working in a non-profit setting with a mission-driven staff and board.
- Bachelor's degree in related field or equivalent experience.
- Experience with Salsa CRM

Benefits:

- Vacation and Sick Leave
- Medical and Dental Insurance
- Life and Long Term Disability Insurance
- IRA
- Flex Savings
- Paid Covered Parking
- Newly Remodeled Office Space in Historic Downtown Building

Compensation: \$54,000

Please send cover letter, resume and writing sample to Kitty Jacobson;
jacobson@iaenvironment.org