



## **DEVELOPMENT DIRECTOR**

### **Employment Opportunity**

### **Minneapolis, MN, and the surrounding region**

Delta Waterfowl Foundation seeks a seasoned development professional with a passion for conservation, a strong hunting ethic, and a working knowledge of waterfowl biology to lead our Major Gift fundraising effort in Minneapolis, MN, and the surrounding area. This position will have a significant role in planning and the primary role in closing Major Gifts from individuals, foundations, and corporations in this region (Including MN, ND, and SD), and will have the unique opportunity to significantly impact waterfowl populations and help shape a very positive future for waterfowl hunting for generations to come.

It is preferred that this position is based in the Minneapolis, MN, and the surrounding area, but location is negotiable for the best candidate. Moderate travel will be required to fully embrace the breadth of opportunities that exist in the region.

#### **BACKGROUND**

Tracing our roots back to 1911, The Duck Hunter's Organization continues to be a leading innovator in continental conservation, working to produce ducks and secure the future of waterfowling in North America. Science remains a key pillar of Delta's approach to advocating the right solutions as it relates to waterfowl production, habitat conservation and management, and local, regional, or continental policy issues.

We are an organization poised for continued growth, possessing accumulated wisdom and learning of a century's experience, with a contemporary view of how to achieve what is needed. With legions of members and waterfowl hunters at the ready, Delta continues to be the voice for waterfowl hunters, a leading advocate for waterfowl, and an innovative guardian of habitat.

#### **POSITION SUMMARY**

The Development Director is a key member of the Delta Waterfowl Major Gift team, serving as the primary major gift, relationship-based fundraiser in the region. Reporting to the Vice President of Development and in partnership with the development team, this position is responsible for managing a relationship-based portfolio of approximately 100 – 125 active individual, foundation, and corporate major giving prospects, focusing primarily on one-time gifts of \$10,000 to \$100,000. Additionally, the Development Director will be responsible for actively identifying and securing planned gift agreements.

A sophisticated understanding of the giving pyramid, donor life cycle, prospect moves management, and how best to position creative and timely solicitations for the greatest benefit of both the donor and Delta will be important to this position's success. Additionally, a working knowledge of waterfowl hunting, waterfowl biology, and wetland ecology are extremely helpful.

The full-time position will work remotely and offers a competitive compensation and benefits package commensurate with experience.

#### **ESSENTIAL JOB FUNCTIONS**

- Building a deep, lasting relationship and trusted reputation on behalf of Delta Waterfowl within the affiliated major donor community of the region.
- Adhering to donor moves management protocol to identify, nurture, cultivate, solicit and steward major and planned gifts, typically of \$10,000 - \$100,000
- Actively managing 125 +/- major donor relationships, resulting annually in approximately \$500,000 in closed gifts and four planned giving agreements.
- Actively maintaining moves, activities, and important relationship information in donor database.

- Working closely with Vice President of Development and Development Writer to author and prepare personalized proposals, grants applications, presentations, and other collateral as needed to secure the gift.
- Partnering creatively with the Regional Director and banquet events team to raise awareness of major giving opportunities.
- Embracing the Delta-wide team of devoted and spirited waterfowl enthusiasts to help achieve organizational-wide goals.

## **REQUIRED QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- Three or more years of major gift fundraising and/or high net worth sales experience, focused on 1:1 relationship-based close of gifts/sales of over \$10,000 is required.
- Bachelor's degree in Business, Marketing, Communications, Wildlife Science or related field or similar combination of experience and education preferred
- Ability to identify major giving prospects, creatively secure face-to-face donor interactions, nurture the relationship to a solicitation and successfully move the relationship to a closed gift.
- Strong written development communication skills, including proposal and grant preparation.
- Strong face-to-face presentation skills with individuals and small groups of sophisticated donors.
- Ability to work collaboratively with staff across departments in a matrixed environment.
- Excellent computer skills, including MS Office and donor database experience. Salesforce experience preferred.
- Trustworthy and possessing the highest level of personal and professional integrity and quality standards.
- Ability to construct, articulate, and implement fundraising strategies and reports.

## **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, talk and listen. The employee requires dexterity in using telephone, computer keyboard, mouse, calculator, and other office equipment. The employee is regularly required to stand, walk, and navigate stairs. The employee must be able to lift and move up to 40 pounds unassisted. Vision abilities required by this job include close vision, depth perception, and ability to adjust focus.

## **EMPLOYEE ATTRIBUTES**

### **Trustworthy and Accountable**

We seek to earn the trust of our donors, the public, and each other by being transparent and truthful, respecting confidentiality, and adhering at all times to the highest professional standards.

1. Adheres to the work schedule with few exceptions
2. Timeliness on projects and tasks
3. Willing to accept responsibility with donors, fellow staff, and third parties
4. Confidentiality

### **Resourceful and Adaptable**

We are innovative in how we accomplish our goals, cost-effective in our operations, and flexible in embracing opportunities.

1. Embraces new ideas and initiatives from supervisor
2. Brings new ideas to improve operations
3. Efficient in expenditures and seeks money saving opportunities

### **Collaborative and Team-Oriented**

We achieve success only through the combined efforts of many. We encourage strong interpersonal skills within our team. We also seek partnerships in respective regions and build on the skills and strengths of staff and volunteers to accomplish our goals.

1. Interpersonal skills
2. Asks for help when needs to from staff, donors, volunteers, and members
3. Offers help to staff, donors, volunteers, and members when needed
4. Creates and nurtures an inclusive work environment

### **Self-Motivated and Passionate**

Delta Waterfowl values a team made up of individuals who can achieve success because of their own enthusiasm and interest in our mission. Our entire organization benefits when our team members are passionate about what they do and how it intersects with our success.

1. Demonstrates mission knowledge
2. Delivers regular autonomous work
3. Offers ideas and suggestions to fellow staff members to improve functionality

### **Expertise and Personal Development**

We value a team member's ability to demonstrate expertise in their area of responsibility while simultaneously embracing personal development as a life-long process. We encourage everyone to continually assess their skills and set goals to maximize their potential.

1. Demonstrates expertise in area of responsibility
2. Seeks opportunities for training and improvement

### **APPLICATION PROCEDURES**

Please submit the following documents to [bsicble@deltawaterfowl.org](mailto:bsicble@deltawaterfowl.org):

- Cover letter
- Resume
- Three professional references
- Salary history

*Delta Waterfowl Foundation is proud to be an equal opportunity employer.*