

# 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](mailto:info@nokomisstrategies.co)

**This position will remain open until filled.**