



Development Director

About Us

Founded in 1954 and headquartered in Saint Paul, the Epilepsy Foundation of Minnesota (EFMN) serves Minnesota and portions of Eastern North Dakota.

We are a mission-driven organization working to educate, connect, and empower people about issues surrounding epilepsy and seizures. Our vision is a world in which people living with seizures realize their full potential. In order to make that vision a reality, our dedicated staff provide a wide range of programs and services for people with seizures, their families, and the wider community.

On a practical level, this can mean delivering trainings to teachers and school nurses who have a child with epilepsy in their care; facilitating support groups for adults living with epilepsy; running a summer camp for children who might not otherwise be able to attend one; offering no cost seizure first aid trainings; designing awareness campaigns to educate the general public about epilepsy and fight the stigma surrounding seizures; coordinating events to bring together people impacted by epilepsy; sharing community resources through our Information Services hotline; advocating for those living with epilepsy and so much more. Last year we touched the lives of over 170,000 constituents with our programs, events, and outreach efforts.

Historically EFMN's revenue has come from two sources: Donated Goods and Development. EFMN is at a pivotal time as we look to diversify our funding sources and increase charitable funding to support EFMN's mission. EFMN is looking for a development professional to take the fundraising program in an innovative and expanded direction. The position is responsible for planning, organizing and directing the fundraising operations. The successful candidate will bring a results-driven style, personal accountability and the skills to identify and implement creative approaches to a strong development team.

EFMN offers a vibrant and team-driven atmosphere with a strong commitment to our community and to our mission. For more information about EFMN, please visit our [website](#), check out our pages on [Facebook](#) and [Linked In](#), or read our [2018 Annual Report](#).

Primary Duties:

The Development Director reports to the Executive Director, serves on the senior leadership team for the organization and works closely with the Board of Directors' development and gala committees. The Development Director oversees two direct reports who are responsible for development operations and corporate giving and events. The Development Director also partners with the program, marketing and finance departments to execute successful development strategies.

In partnership with the Executive Director, the Development Director is responsible for developing and implementing a comprehensive, innovative annual development plan to ensure that individuals, corporations and foundations are solicited annually and in multi-faceted ways. The director will build a culture of philanthropy, oversee a donor portfolio and build relationships with individuals that result in patterns of annual and major gifts.

Essential Functions:

Solicitation

- Maintains a portfolio of 75 individuals with giving histories of \$500 and above.
- Ensures each member of the EFMN board of directors and professional advisory boards are solicited annually with a goal of 100% participation.
- Oversees the grant proposal process and coordinates with program and finance staff.
- Manages organizational relationship with Community Health Charities of Minnesota.
- Supports volunteer solicitors as they identify, cultivate and solicit prospects.
- Leads implementation of Annual Fund appeals to support general operations including electronic, direct mail and event methods.
- Builds and oversees an annual stewardship plan.

Strategy and Management

- Develops and manages the department's budget and goals.
- Creates a comprehensive strategic annual plan for the department, including but not limited to, events, individual giving, and grant proposals.
- Advances the strategic development vision and creates and implements tactics to support it.
- Achieves the individual and major fundraising targets on an annual basis, moving potential donors in an appropriate and timely fashion toward solicitation and closure of the gift.
- Keeps abreast of market, new technologies, trends, and practices to ensure the long-term sustainability of all donors.
- Oversees donor data and tracking systems.
- Develops and oversees implementation of corporate strategy.
- Leads development of materials and case statements to support the annual development plan.
- Creates and implements a moves management strategy.
- Develops strategies for identifying, cultivating, soliciting and stewarding donors interested in making planned gift.
- Processes bequests.
- Defines expectations and desired outcomes for assigned staff and holds them accountable for results.
- Provides objective, honest feedback that is relevant, useful and leads to high individual and team performance.
- Promotes the impact of EFMN's mission cross divisionally and in all public arenas.

CORE COMPETENCIES

Commitment to Diversity

Eager to work effectively with other employees, partners and participants without discrimination on the basis of race, color, creed, religion, national origin, gender, sexual orientation, disability, age, family composition, marital status or socio-economic status. Committed to opportunities to support cultural diversity in the workplace.

Commitment to Service

Responsive to the needs and requests of EFMN partners and participants. Extends courtesy, friendliness and overall respect to others.

Leadership

Plans, guides, influences and orchestrates critical activities within the organization. Establishes effective objectives, priorities and implementation plans. Demonstrates confidence.

Strategic

Considers the overall needs of the department when determining a course of action. Demonstrates the ability to analyze, synthesize and manage information into solutions.

Problem Solver

Envisions processes and methods to consistently achieve goals. Determines resources and structures most likely to deliver desired results.

Interpersonal Communication and Teamwork

Listens well and is open to others' perspectives. Develops strong working relationships and values them as critical to effective work.

Experience:

- Bachelor's Degree and three years of successful fund development experience, or relevant work experience.
- Demonstrated success in donor acquisition and cultivation resulting in new and increased levels of giving.
- Demonstrated success in implementation of innovative development tactics and strategies.
- CFRE Certification, a plus.
- Experience establishing, building and maintaining key relationships.
- A working knowledge of planned giving techniques, prospect tracking, and donor databases, a plus.
- Proven to be highly motivated, self-directed, results-oriented, most energized in a multi-tasked environment.
- Advanced computer literacy in database management and Microsoft Office; experience presenting visual data using dashboards, PowerPoint.
- Demonstrated experience with supervising, motivating and working within a diverse team.
- Demonstrated ability to work with a wide range of professionals and clients with varying abilities and from diverse backgrounds.
- Demonstrated experience working with volunteer committees.

Additional Requirements:

- Must possess a valid driver's license, proof of current insurance coverage and dependable transportation.
- Regular travel within the 9 county metro area; occasional travel across MN and ND; occasional overnight travel.

Compensation and Benefits:

We offer a competitive, comprehensive total compensation package. The salary range is \$85,000-\$92,000 annually. A core benefits package includes short- and long-term disability and life insurance with related premiums covered 100% by EFMN. Additional options include medical (HDHP and copay plan options) and dental insurance with EFMN covering 85% of related premiums for employee coverage. Employees have access to an on-site fitness center with costs covered by EFMN, indoor bicycle storage, and free parking. Ongoing professional development opportunities are available to all office staff and our time off package includes PTO and holiday pay.

Additional Information:

Review of applicants will begin immediately and the posting will remain open until the position is filled.

How to apply:

Qualified candidates should submit a cover letter (including preferred salary range), resume and references all in one document (PDF preferred) to Heather Besonen at hbesonen@efmn.org.