



Development Officer, Individual Giving

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.

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 [2019 Annual Report](#).

Primary Duties:

The development officer is responsible for managing a portfolio of individual donors who support annual giving activities and special events that generate around \$1M annually in contributed revenue. Reporting to the development director, the development officer manages and cultivates relationships with prospective donors, as well as identifies new prospects. This involves prospect research and developing effective solicitation strategies as well as stewarding donors throughout the leadership giving process. The development officer will actively work with a portfolio of 150 donors and emphasize gifts of \$1,000 or more.

Essential Functions:

Donor Solicitation and Relationship Management

- Collaborate with the executive director and development director to identify individual donors.
- Manage a portfolio of 150 donors or more, achieving monthly goals for prospect and donor connections.
- Execute annual plans to qualify, cultivate, solicit, and steward individual donors to meet financial and donor goals.
- Create strong communication, verbally, in email, and in proposal-writing to produce complete and thorough communications with donors and colleagues.
- Understand and be well-versed in the funding opportunities and priorities of the organization to make a strong case for support to donors.
- Understand donors' interests and capacity to match them to funding opportunities of the organization.

- Keep detailed records of donor engagement activities and solicitation activities.

Donor Stewardship

- Maintain high quality stewardship processes for active prospects and donors, ensuring that stewardship and reporting requirements are met to sustain successful relationships.
- Steward donors through ongoing donor acknowledgment, appreciation, and recognition consistent with giving level.
- Participate in donor engagement and recognition events.

Monitoring and Reporting

- Monitor weekly, monthly, quarterly, and annual activity to achieve revenue goals.
- Track and report relationship management activity including identification, qualification, cultivation, solicitation, and stewardship of prospective and current individual donors.
- Regularly report to development director progress toward goals.
- Assist with review and verification of donor recognition lists.

Goal Setting

- Leverage data and reporting from the CRM to develop a solicitation plan for each donor in portfolio.
- Under the direction of the development director, establish annual fundraising targets with clear deliverables and milestones for success.

Position Requirements:

- A combination of education and experience generally attained through a bachelor's degree and one year of donor engagement and portfolio management experience.
- Demonstrated ability to work with individuals of varying abilities and from diverse backgrounds.
- Ability to collaborate with others to identify and solve issues or make proactive recommendations.
- Utmost discretion with personal and confidential information.
- Ability to maintain composure and effectiveness when faced with multiple deadlines or high-stress demands.
- Experience working with volunteers.
- Proficient in Microsoft Office and one or more donor databases.
- Must possess a valid driver's license, proof of current insurance coverage and dependable transportation.

Additional Information:

Location: Twin Cities

Annual Rate: \$65,000 – 72,000, DOQ

Posting Closing Date: June 9, 2021

How to apply:

Qualified candidates should submit a cover letter and resume to Heather Besonen at hbesonen@efmn.org.