



Development Officer, Corporate 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 funds raised from corporate sources and plays a key role in building relationships with corporate partners. They manage a portfolio supporting annual giving activities and special events that generates over \$350,000 annually in contributed revenue. Reporting to the development director, the development officer will manage and cultivate relationships with existing corporate donors, as well as identify new prospects.

Essential Functions:

Corporate Relationship Management

- Maintains a portfolio of corporate donors who have the capacity to support EFMN through sponsorship.
- Successfully identify, cultivate, solicit, and steward corporate prospects.
- Proactively research and initiate relationships with corporate prospects who can partner with EFMN in support of gala, walks, expo, and other development priorities as assigned to meet revenue goals.
- Develop new corporate partnerships across business sectors, both in the metro area and throughout the state, to expand the number of corporate donors and increase revenue.
- Analyze historical corporate sponsor data and implement strategies for retaining current and re-engaging lapsed sponsors.
- Provide excellent customer service, anticipating and exceeding customer needs.

Corporate Sponsorship

- Develop and lead a comprehensive corporate sponsorship program that increases support through EFMN programs and special events to meet revenue goals.
- Create an annual plan for achieving corporate sponsorship fundraising goals.
- Develop strategies to increase corporate sponsorship revenue through engagement of new corporate donors and increased giving of past sponsors as defined in the development strategic plan.
- Ensure sales process is completed from beginning to end, including following up with Letters of Intent, invoices, and payment.

Donor Stewardship

- Create and maintain high quality stewardship processes for active prospects and donors, ensuring that stewardship and reporting requirements are met to sustain successful partnerships.
- Work with marketing to ensure stewardship materials align with EFMN branding and messaging.

Goal Setting

- Leverage data and reporting from the CRM and your own prospect research to develop a solicitation plan for each sponsor prospect.
- Under the direction of the development director, establish annual fundraising targets with clear deliverables and milestones for success.

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 corporate donors.
- Regularly report to development director progress toward goals.
- Assist with review and verification of donor recognition lists.

Position Requirements:

- A combination of education and experience generally attained through a bachelor's degree and one year of experience developing corporate relationships that result in secured sponsorships or other giving or the equivalent combination of education and experience.
- Demonstrated ability to work with individuals of varying abilities and from diverse backgrounds.
- 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.
- Ability to maintain composure and effectiveness when faced with multiple deadlines or high-stress demands.

Additional Information:

Location: Twin Cities

Annual Rate: \$65,000 – 72,000, DOQ

Posting Closing Date: May 18, 2021

How to apply:

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