

BARNESVILLE COMMUNITY FUND DEVELOPMENT DIRECTOR

The Barnesville Area Community Fund is a community foundation affiliated with West Central Initiative, a 501 (c) 3 non-profit organization. The Board of Directors is seeking a contracted individual to provide services in the areas of major gifts and planned giving.

RESPONSIBILITIES

1. Identify, cultivate and solicit philanthropic support by developing and maintaining relationships with corporations, foundations and individuals including alumni; fosters positive and enduring relationships that produce reciprocal results
2. Develop fundraising strategies and methods or activities to ensure proper acknowledgement, recognition, and stewardship of donors; participates in developing marketing materials, case statements, and brochures; evaluates effectiveness of development programs and securing gifts at various levels
3. Build, maintain, and service qualified prospect lists and files on all prospect development contacts and responses
4. Prepare program goals and objectives, schedules, budgets, formal reports, and periodic presentations on schedule.
5. Oversee and coordinate procedures for the administration of planned gifts (business office, investment policy, payment schedules, tax reporting, etc.)

CANDIDATE QUALIFICATIONS

- Strong proven track record in fundraising for non-profits
- Knowledge of development/fundraising concepts and appropriate solicitation techniques
- A background in insurance, law or accounting would be beneficial
- Business background would be beneficial in explaining risks involved with various tools
- Strong interpersonal/human relations skills
- Strong verbal and professional written communication skills
- Marketing and presentation skills
- Project management skills
- Ability to interact with diplomacy and tact amid influential clients and diverse groups
- Ability to maintain relationships with significant and influential individuals
- Ability to solicit gifts
- Ability to adapt and respond to various situations
- Ability to maintain high level of confidentiality
- Reputation that is built on honesty and integrity

COMPENSATION

This individual will be hired as an independent contractor. It is anticipated that the annual contracted amount would \$16,000 to \$17,500 depending on qualifications. Interested individuals should submit a cover letter and detailed resume to Ms. Karen Lauer; Barnesville EDA; Post Office Box 550; Barnesville, MN 56514 or e-mail materials to klauer@bvillemn.net. For more information call (218) 354-2145. Deadline to apply is September 7, 2009.