DULUTH SUPERIOR AREA COMMUNITY FOUNDATION
DEVELOPMENT OFFICER – AFFILIATES
NORTHERN WISCONSIN & NORTHERN MINNESOTA
POSITION DESCRIPTION

The Duluth Superior Area Community Foundation is located on the beautiful western shores of Lake Superior. We encourage private giving for the public good and foster generosity, civic engagement and inclusiveness. Guided by a volunteer board of civic leaders, the community foundation holds more than 450 different charitable funds, with assets of over $100 million. Since its inception in 1983, the foundation has distributed over $60 million in grants to nonprofit organizations and in scholarships to individuals across our region.

The Wisconsin Development Officer participates as a team member in all aspects of the Community Foundation's long-range development plan. Working closely with the President, the Development Officer and the entire team, the Wisconsin Development Officer is responsible for asset development, fundraising and promotional strategies, including creation of new funds, gift recognition, maintenance of services to donors, and meeting asset development goals in the Northwest Wisconsin Region and across the Foundation’s service area.

The Community Foundation's area of service is primarily the seven counties of northeastern Minnesota (Aitkin, Carlton, Cook, Itasca, Koochiching, Lake and St. Louis) and the five counties of northwestern Wisconsin (Ashland, Bayfield, Douglas, Price and Iron).

We are looking for someone who is living in or otherwise deeply connected to our northwestern Wisconsin service area.

We envision a professional who can work well from home and in the field but also be connected with our other team members who are hybrid with both office and remote work already.

Remote working with flexible schedule starting at 20 hours per week.

Specific Responsibilities

1. To provide development assistance to the Foundation by identifying, contacting and cultivating prospective donors including individuals, corporations and foundations.
2. To implement, coordinate and provide staff support to various constituent groups; including, for example, surrounding communities and organizational endowments.
3. To assist and participate in the fundraising work of the Foundation.
4. To participate in the planning and implementation of a program of events and communications to educate donors about charitable giving.
5. To respond to inquiries from prospective donors and professional advisors.
6. To establish new funds in keeping with the Foundation's Mission and Strategic Plan.
7. To work in collaboration with other team members to develop electronic, social media, printed materials and other communications.
8. To prepare development and other reports and records.
9. To complete other tasks as assigned.

**Desired Experience, Skills, Education and Talents**

1. At least five years’ experience in development and donor services
2. Knowledge of major gifts, planned giving and fundraising
3. Bachelor's degree; advanced degree preferred
4. Understanding of and appreciation for charitable giving
5. Excellent interpersonal and communication skills, both written and oral
6. Excellent analytical, organizational and creative problem solving skills
7. Excellent technology skills
8. Confident and courteous manner in interacting with members of the community
9. Ability to work as part of a fantastic team of people to impact our region

**Supervision**

The Development Officer reports directly to the President of the Foundation and is a critical part of our team.