



Position Title: Development Officer

Reports to: CEO/President

Status: Non-exempt

Salary: \$38/hourly

Work Arrangement: Part-time

About Minnesota Indian Women's Resource Center (MIWRC)

MIWRC is a non-profit social and mental health services organization committed to traditional ways of being and support of Native women and their families. Founded in 1984, MIWRC provides a broad range of programs designed to educate and empower Native women and their families, and to inform and assist those who work providing services to the community.

Our Mission

To empower Native women and families to exercise their cultural values with integrity, and to achieve sustainable lifeways, while advocating for justice and equity.

Position Summary:

The Development Officer will report to the CEO, as a member of the Management Team and will plan and implement a development and fundraising program to provide for the short- and long-term needs of the organization.

General Responsibilities:

- Maximize public awareness of the mission and the work of MIWRC.
- Research and develop proposals for upcoming grant proposals from eligible funding sources.
- Create and administer the implementation of a strategic fundraising plan, including major gifts, planned-giving, multi-year pledges, corporate donations, events, and in-kind resources.
- Direct and support the fundraising efforts of the Board, volunteers, and staff.
- Identify and write foundation grant applications, pursue corporate sponsorships, and other funding sources that support MIWRC's mission.
- Develop reporting tools to capture data necessary for grant reporting.
- Develop and provide leadership to planning initiatives to support annual giving programs, direct mail, matching gifts, monthly giving, and online giving.
- Lead efforts and assist the CEO in private and corporate foundation giving through research, relationship building, identifying, cultivating, and securing new donors.
- Include CEO in appropriate donor cultivation and stewardship.
- Participate in Board meetings, staff retreats, and Community Listening Sessions hosted by MIWRC.
- Create strategic communications and marketing plans, in conjunction with the Communications Consultant, with consistent and proactive messaging across social media, print, web, and email channels. Enhance and maintain positive media relationships.

Requirements:

- Bachelor's degree, 3-5 years of progressive work experience in philanthropy and communications



- Capability to assess situations and make clear decisions in the best interests of the organization.
- Demonstrated organizational, leadership, analytical, and problem-solving skills.
- Excellent verbal, written, and interpersonal communication skills including speech writing and public speaking.
- Strong active listening skills and ability to articulate alignment of organization mission with donor's philanthropic intent.
- Ability to establish and maintain positive working relationships with others.
- Desire to improve living conditions of Native American families in the Twin Cities metropolitan region.
- Ability to work effectively in a mission-driven agency with diverse clients and staff.
- Proficiency in computer skills, including donor database/CRM, as well as Microsoft Office 365.

Candidates from diverse backgrounds are encouraged to apply! To apply for this position, please email a resume and cover letter to hr@miwrc.org. In your email, please note where you saw this position. Position open until filled. No phone calls, please.

ONLY CANDIDATES WHO FOLLOW APPLICATION INSTRUCTIONS WILL BE CONSIDERED FOR THE ROLE.

An Equal Opportunity Employer:

MIWRC is committed to attracting and retaining employees with varying identities and backgrounds. The MIWRC provides equal access to and opportunity in its programs, facilities, and employment without regard to race, color, creed, religion, national origin, gender, age, marital status, disability status, public assistance status, protected veteran status, sexual orientation, gender identity, gender expression or any other status protected by law.