



Fund Development Officer

Job Description

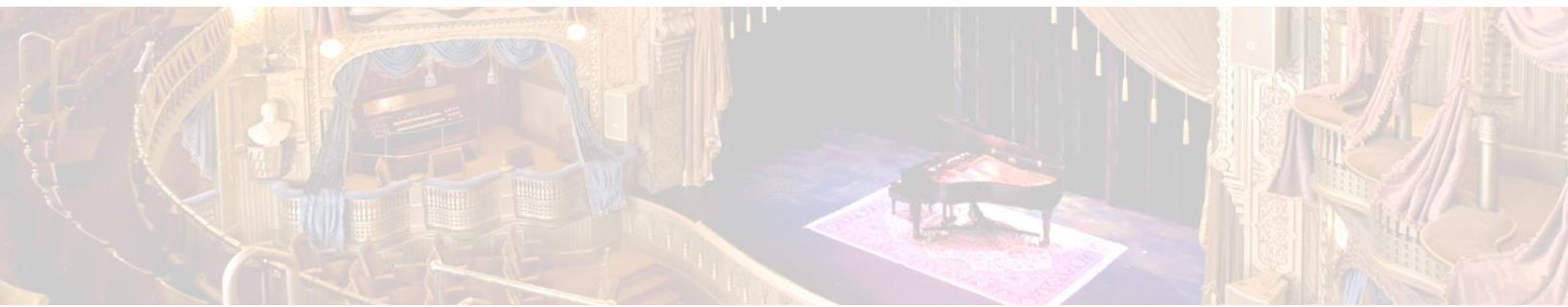
The Mabel Tainter Center of the Arts & Community Foundation of Dunn County are excited to be teaming up to hire a Fund Development Officer to improve our community. This unique position is responsible for working with a Joint Board Committee of four individuals to plan and coordinate all aspects of fund development to grow the endowed funds at the Community Foundation of Dunn County. This position will provide leadership on all fundraising initiatives including major gifts, planned giving, legacy gifts, and donor cultivation. Identify, organize, and manage fund raising activities of The Mabel Tainter and Community Foundation of Dunn County with a focus on new opportunities to obtain ongoing and increased support from corporations, public and private organizations, and individuals. This position will work 80% of the time working towards the fund development goals of The Mabel Tainter, and 20% of the time working towards increasing other endowed funds at The Community Foundation of Dunn County, with 100% of the capital raised channeled to the funds at The Community Foundation of Dunn County.

Background

The Mabel Tainter, ranked as one of the 15 Most Spectacular Theaters in the World (CNN Travel), has been a cornerstone of the Menomonie, Wisconsin community and cultural hub of the Chippewa Valley in Western Wisconsin for the last 132 years. The Mabel Tainter Board of Directors spent the pandemic strategizing how to become a stronger organization. The Board of Directors has set a goal to raise \$5,000,000 for an endowment, held at The Community Foundation of Dunn County, raise \$2,200,000 in capital projects needed for a majestic 132 year old structure, and \$400,000 for a Visiting Artist Endowment to further expand the outreach of arts education and children's programming.

The Community Foundation of Dunn County has made a lasting impression on our community for the past 28 years with a mission to promote charitable giving that creates a permanent source of capital to benefit and enrich the quality of life for everyone in the Dunn County Area. Whether it's midnight on a Friday or 9 AM on a Monday, one of their 140 funds are having an impact somewhere in Dunn County. From scholarships for deserving students, medical assistance to those who cannot afford essential healthcare services, to local arts projects, fostering creativity and cultural enrichment, the Community Foundation works everyday towards their vision for a stronger and more vibrant community. The Board of Directors has set a goal to raise \$1,000,000 per year for their endowed funds.

All endowed funds raised for The Mabel Tainter and The Community Foundation will be held within The Community Foundation, thus The Mabel Tainter Board of Directors and The Community Foundation of Dunn County are collaborating to hire a Fund Development Officer for the betterment of our community.

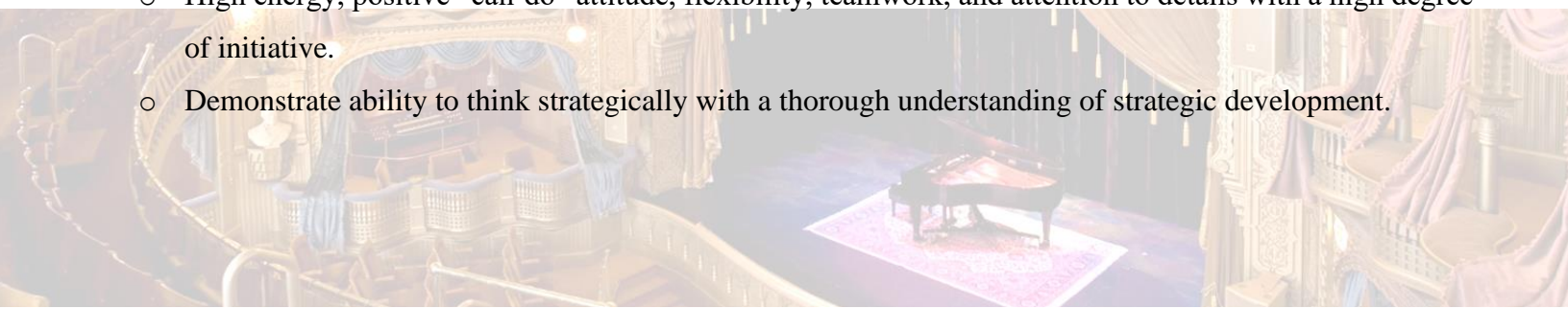


Primary Roles & Responsibilities

- **Fund Raising**
Establish short and long-range goals for unrestricted funding sources. Strategize and orchestrate methods of approach to donors to identify sources of restricted and unrestricted funding. Works with Joint Board Committee along with Mabel and Community Foundation staff to develop funding related projects. Organize solicitation drives for ongoing pledge donations, individual gifts, as well as legacy giving.
- **Major Gifts/Donor Support**
Produce major donations, board and special category solicitations/support materials with the intent to retain or upgrade gifts when possible. Cultivate donors by producing specialized correspondence, preparing letters of acknowledgement, scheduling and attending in-person visits.
- **Database & Records Management**
Coordinate activities of staff engaged in maintaining donor data base and digitizing paper records of contributors. Maintain security and quality controls. Generate queries, reports, exports and any other collection data as needed and requested from either board.
- **Communication & Public Relations**
Assist in the development and public affairs matters, particularly the creation of various communications such as monthly board reports, annual reports, general presentations, executive correspondence and speeches. Assist in the production of general content for web based and social media platforms.
- **Financial Reporting**
Work with both organizational staff to maintain accurate accounting of all unrestricted and restricted income and its sources, interface with finance committees to fulfill information requests and maintain reporting accuracy.

Experience/Qualifications

- Minimum of 5 years of nonprofit fundraising/development experience, preferably with significant foundation and high donor fundraising experience.
- Strong written and verbal communications skills.
- Proven record of achieving revenue targets and/or quota of \$1M annually.
- Excellent research, organizational, and communications skills with demonstrated ability to write clearly and persuasively.
- Experience and comfort working with senior level staff and board of directors.
- High energy, positive “can-do” attitude, flexibility, teamwork, and attention to details with a high degree of initiative.
- Demonstrate ability to think strategically with a thorough understanding of strategic development.



- Demonstrate ability to prospect, cultivate, and manage new accounts.
- Strong partnership-building skills.
- Thorough understanding of all components of a diversified funding base.
- Ability to develop and manage budgets and prepare financial reports.
- Strong computer skills and proficiency in Microsoft Office programs, Google apps, Word Press, and Constant Contact, etc.

