

Associate Director of Development

With the hiring of Rebecca Lynn Petersen as director of development and as WCI prepares for the retirement of Tom McSparron, director of community philanthropy, we're looking for an associate director with the skills, creativity and energy to help strengthen and grow our development team.

Primary Responsibilities

West Central Initiative seeks a fundraising professional with at least three years of experience to build and maintain donor relationships and promote philanthropy in west central Minnesota. The position reports to the director of development and works collaboratively with WCI team members to support WCI's development goals. The associate director will work intensively with WCI's donor database, manage component and donor advised funds, communicate with cities and counties on endowment giving, and steward the Heart-Land Giving program.

Examples of Important and Essential Duties

- Optimize donor database use and integrate data analytics with strategic fundraising plans.
- Support existing component funds, train associated volunteers, and aid in the development of new component funds.
- Support donor advised funds and cultivate new ones.
- Collaborate with staff to organize special events.
- Collaborate with planning staff on presentations to city and county governmental units.
- Promote the Heart-Land Giving program.
- Assist with estate planning, meeting with attorneys, accountants, trust officers, and others to promote planning giving through WCI.
- Optimize donor database use and integrate data analytics with strategic development plans.
- Help to formulate development messages and campaigns.
- Bring creativity and positive energy to the development team.

Results Required of this Position

- WCI Component Fund advisors are empowered to achieve their fundraising and program goals.
- Donor advised fund holders are highly satisfied with the assistance they receive individually and are pleased with the quality and frequency of communications from WCI.
- West central Minnesota counties and city representatives are well informed on the value of WCI contributions to the region.
- Special events are successful fundraisers and friend-raisers, with a balance struck between the two.
- The Heart-Land Giving program is relevant to farmers and others in our region and there are gifts of land as evidence.
- Estate planning professionals in the region are familiar with WCI programs and recommend our services to their clients.
- The annual goals of the development staff are reached and the overall philanthropic capacity of WCI is strengthened.



West Central Initiative (WCI) is a regional community foundation and development organization that serves nine counties in west central Minnesota: Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse and Wilkin. Its primary goal is to strengthen the economy of the region so that area families, communities and businesses thrive now and for generations to come. WCI does this using the tools of economic and community development and by promoting philanthropy.

Additional information is at:

<http://wcif.org>

<http://blog.wcif.org>

<http://facebook.com/westcentralinitiative>

<http://twitter.com/wciminn>

<http://vimeo/wciminn>

<http://www.greaterminnesota.net>

<https://www.mcknight.org/programs/minnesota-initiative-foundations/>

Knowledge, Skills and Abilities

- Bachelor's degree in communications, marketing or any field related to fundraising.
- Demonstrated experience with relational databases and data analytics.
- A minimum of three years of experience in professional fundraising or closely related work.
- Knowledge of principles and processes for a variety of fundraising strategies.
- Knowledge of principles and methods for building prospective donor relations. This includes writing case statements, donor identification, donor cultivation and solicitation, gift stewardship and managing donor relations systems.
- Leadership: demonstrated ability to lead people and get results through others.
- Planning: ability to think ahead and plan over a one-to five year time span.
- Management: ability to organize and manage multiple priorities.
- Problem analysis and problem resolution at both a strategic and functional level.
- Strong oral and written communication skills.
- Strong customer orientation.
- Advanced computer proficiency.
- Commitment to WCI values.



Welcome to west central Minnesota

West Central Initiative is located in Fergus Falls, in the heart of the nine-county region of west central Minnesota that it serves.

It's a regional destination for arts and culture, and is making a name for itself for the creative entrepreneurs

who call Fergus Falls home, providing artisan breads, quality chocolate, locally roasted coffee, craft beer and more!

Fergus Falls is the county seat of Otter Tail County, which boasts of more than 1,000 lakes and is a popular area for year-round recreation. The city is also the gateway to the Central Lakes Recreation Trail.

Fergus Falls is located along I-94 and is less than an hour from the Fargo-Moorhead metropolitan area and three hours from the Twin Cities.



To Apply and For More Information

An application is available online at employment.wcif.org.

Please complete and email, along with cover letter and resume, to info@wcif.org, or mail to: West Central Initiative, PO Box 318, Fergus Falls, MN 56538.

For more information, contact Sandy King, Vice President, at sandy@wcif.org or 800-735-2239.



West Central Initiative is an equal opportunity lender and employer.