

Job Title

Development Coordinator

Reports To

The Development Coordinator will report to the Executive Director of the South Dakota Humanities Council (SDHC).

FLSA Status: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The SDHC provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Job Overview

The Development Coordinator is responsible, using the principles of professional fundraising, to define and initiate a strategic framework for the development priorities of the SDHC, including direct fundraising for major gifts.

The Development Coordinator is responsible for building a strong financial base to support SDHC programming, operations, and endowment goals. The Development Coordinator is an effective communicator who creates a framework to educate donors and generate fundraising results on the behalf of the humanities in South Dakota. The Development Coordinator seeks and applies for grants to support SDHC programs such as the Young Readers One Book and Festival of Books, drawing on past funding sources and identifying potential new donors.

Responsibilities and Duties

- Cultivate relationships with existing donors — both individual and corporate —to secure funding for SDHC’s general operations, endowment funds, and programs including the South Dakota Festival of Books
- Create a comprehensive plan for maintaining relationships with existing donors; use phone calls, emails, and personal visits to apprise them of current programming and needs
- Identify and pursue new donor opportunities
- Evaluate foundations, corporations, individuals, and others using contacts and databases
- Review and manage donation patterns and trends
- Lead and implement fundraising initiatives that meet or exceed organizational goals
- Develop creative and meaningful materials designed to educate and motivate potential donors
- Provide support and direction to the SDHC Board of Directors and Development Committee
- Assist in the implementation of communication strategies to promote positive brand awareness and boost public familiarity
- Seek, identify, and complete grant applications to support SDHC programs
- Utilize a collaborative teamwork approach to projects with members of the SDHC staff
- Establish positive relationships with industry colleagues, media, and collaborators while handling daily and long-term duties

Qualifications

- Education: Bachelor's Degree; preferred fields are business, marketing, public administrations, non-profit management, or related field
- At least 21 years of age
- Three plus years demonstrated professional experience with development and fundraising
- Excellent oral, written, and public communication skills
- Experience in appropriate database management and informational technology including Salesforce
- Friendly, adaptable, and outgoing
- Patience and persistence
- Appropriate time management skills

Preferred Qualifications

- Existing relationships with South Dakota donors and organizations
- Existing relationships with organizations and endowments that support the humanities
- Understanding of the humanities and the National Endowment for the Humanities

Physical Effort and Work Environment

- Prolonged sitting, at desk using a computer
- Lift 25 lbs (boxes of books, move tables/chairs)
- Walk, stand for long periods of time
- Climb step ladder
- Occasional work extended hours and travel out of town on a varying schedule, occasionally overnight, to attend conferences, council activities, or other work events