



Senior Development Officer Job Description

Organization

Wallin Education Partners (Wallin EP) is a college completion program which focuses on ensuring post-secondary success for underrepresented Minnesota students. Wallin EP has a rich history and a proven model which results in some of the highest college graduation rates in the country. The impact of our program is a graduation rate of 90% or higher, less debt for graduates, diverse talent for our community, and maximum impact for our donors. In 2019, Wallin Education Partners received national recognition by being named the Scholarship Provider of the Year by the National Scholarship Providers Association. Wallin EP's dedicated, multidisciplinary team brings a breadth of experience in business, education, nonprofits, and philanthropy to support our scholars' success.

Primary Duties:

Wallin Education Partners is seeking a Senior Development Officer to join our team. We are looking for a professional with significant nonprofit development experience who is passionate about increasing educational opportunity and who is excited to play an essential role in the continued growth of our organization. Reporting to the Director of Development and working closely with senior leadership, this person plans and implements strategies to advance the mission of Wallin Education Partners. The person in this role will be responsible for overseeing the solicitation of prospective donors for major gifts, corporate funders, the annual fund, special campaigns, and alumni giving.

Development

- Execute Wallin EP's annual fundraising plan in collaboration with the development director, executive leaders, and members of Wallin EP's advancement team
- Strengthen the annual fund through identifying new donors, enhancing the donor stewardship plan and increasing monthly giving
- Identify, cultivate, solicit, and steward a portfolio of donor relationships
- Identify potential new funding streams such as high-net-worth individuals, corporations, foundations, and government agencies
- Increase the number and quality of donor prospects through individual visits, research, donor database management, and networking
- Plan and execute special fundraising campaigns and donor events
- Develop grant applications and reports to local and national foundations
- Work with marketing and program staff to create presentations and customize outreach materials

Administration

- Develop regular revenue and cultivation reports
- Oversee management of donor and alumni database to support fundraising efforts and other data requirements
- Ensure the accuracy and integrity of information collected
- Manage accurate gift processing in coordination with the Development Associate
- Participate in departmental budgeting and communications planning processes

Experience

- Bachelor's degree required, master's degree in a relevant field preferred
- Minimum of seven years of related experience with proven track record in fundraising and gift solicitation
- Knowledge of donor development trends and practices
- Familiarity with donor data management tools
- Excellent organizational and communication skills including public speaking

To apply, please send your resume and cover letter to Stela Center at stela.center@wallinpartners.org