

SOUTHWEST MINNESOTA HOUSING PARTNERSHIP

Job Title: Philanthropy and Outreach Officer

Supervisor: Chief Operating Officer

Classification: Exempt

Proposed Approval Date: July 2009

Updated: August 2021

SUMMARY:

This position is responsible to research needs, identify opportunities and to secure resources to support community initiatives and agency programs. The position shall identify and secure resources to support core activities and provide planning services to support the activities of communities and other local and regional entities to meet housing, community development, economic development, and service needs within the region. This position will be expected to work closely with inter-departmental teams. This position will design and plan initiatives to create and maintain a positive public image for the organization. It is estimated that 40% of the Resource Development Officer's time will be allocated to fundraising initiatives, 40% to grant writing and grant management, and 20% to marketing and communications efforts.

EXPERIENCE, COMPETENCIES AND EDUCATION:

- Bachelor's degree from an accredited college or university, preferably in the field of Business Administration, Public Relations, Marketing, Communications, English, Planning or Community Development, or an equivalent degree.
- Extensive organizational skills.
- Grant writing and proposal development experience preferred.
- Excellent communication skills.
- Ability to work independently, is motivated and a self-starter.
- Extensive research skills and experience.
- Ability to organize, evaluate and present research.
- Ability to problem solve and identify new solutions and adaptations.
- Willingness to work flexible schedules.
- Moderate Computer Experience: Microsoft Office (Word, Excel, Access, Power Point) and extensive knowledge of database management.

PRINCIPAL JOB DUTIES AND RESPONSIBILITIES:

Research and Development: Research issues and provide development strategies for internal and external customers. Research and development activities, including but not limited, to the following areas: needs identification and definition; emerging opportunities; program concept and response; resource identification; program evaluation modeling.

Resource Development: Identify and prepare funding requests to secure resources in the areas of community development and housing program development, economic development, and other related areas for internal and external customers.

Funding Analysis: Assist Leadership Team in the determination of funding needs and research the potential sources of additional funding. Develop and implement fundraising campaigns to meet the needs of the organization. Oversight and organization of all fundraising activities. Creation and maintenance of a donor database.

Outreach, Marketing, and Promotion: Develop and maintain organizational marketing material for resource development, maintain relationship with the current customer base and make initial contacts with potential new customers including communities, EDA's, HRA's, employers, chamber of commerce, etc. Develop organizational marketing materials and maintain social media to ensure all marketing materials are consistent with the organizations branding guidelines and are audience appropriate. Coordinate events for fundraising initiatives.

Community Representation: Represent the Southwest Minnesota Housing Partnership in communities, counties, state and federal organizations, foundations, and all other public activities at the direction of the Chief Executive Officer and Chief Operating Officer.

Grant Writing and Management: Provide leadership or assistance to other departments in writing grant applications on behalf of the organization or specific program. Conduct oversight and assistance on grant management and reporting requirements.

Planning support: Provide support to the various departments for development and program responses. These duties will involve assistance with research, market studies, economic analysis, business planning, community development plans, feasibility and program evaluation.

Travel: Travel within the region frequently (multiple times weekly), within the State Minnesota occasionally (monthly), and will travel out of state as needed for training and other staff development opportunities. Must be willing to drive company vehicles or a personal vehicle as required.

Lifting: Lift more than 50 pounds on occasion.

Hours: Work primarily daytime office hours during the week but will be expected to work a flexible schedule including evening hours and weekends to accommodate customer needs and deadlines.

DISCLAIMER AND APPROVAL

This position will perform other duties as assigned by the position's Supervisor and the Chief Executive Officer.

The foregoing statements describe the principal functions of this position but shall not be construed as an exclusive listing of all inherent requirements for the position.

Employee Acknowledgment:

Signature

Date

Employer Acknowledgment:

Signature

Date