



Development Manager Job Description

Founded in 1932, The International Peace Garden is nestled in the Turtle Mountains. It is a celebration of peace, a living monument to the ideals of friendship and cooperation among nations. Acres of uninterrupted prairie, forests and radiant floral gardens are defined by nature, not borders. With a new era of growth, the International Peace Garden (IPG) is seeking a Development Manager to grow their fundraising and help with an upcoming capital campaign.

The **Development Manager** will report to the Director of External Relations while supporting the Executive Director and IPG Board as they solicit annual, major, and campaign donors. The successful candidate will be an engaging, creative development professional who is the consummate team player and has a demonstrated track record of success in raising funds across a spectrum of donors. This role will have direct responsibility for a donor portfolio that includes individual, foundation, and corporate donors. Additionally, the Development Manager will be responsible for grant writing, donor stewardship, donor reporting and record keeping, administrative support for solicitation, donor stewardship events, communications and other tasks as needed to effectively support the growth of the International Peace Garden.

KEY RESPONSIBILITIES

- Cultivate and develop a portfolio of individual, corporate and foundation donors.
- Coordinate and implement an annual fundraising campaign plan.
- Create and maintain a calendar of donor stewardship activities and strategies.
- Write and prepare quality donor communications including direct mail solicitations, proposals, PowerPoint pitch decks for donor meetings, correspondence and donor reports.
- Lead and execute high quality gift processing, timely gift acknowledgements, and maintain accurate donor data by completing routine updates to records in Neon.
- Monitor, track and record outstanding pledges, recurring and matching gifts.
- Research and identify prospective donors including individuals, corporations and foundations.
- Develop and maintain prospect and donor portfolios.
- Collaborate with IPG staff and board members to plan, coordinate and execute donor events and other stewardship activities.
- Creatively contribute to the implementation and expansion of IPG's ambitious fundraising efforts.



EDUCATION AND EXPERIENCE

- Bachelor's Degree
- Minimum 2-4 years of progressive, professional experience in a nonprofit development/fundraising role
- Demonstrated success in managing proposal development and submission, grant reporting and correspondence
- Experience in developing and implementing donor stewardship activities
- Experience with reporting in fundraising databases (NeonCRM experience is preferred)
- Proficiency in Google Docs and/or Microsoft Office
- Demonstrated project management, organization, analytical skills and attention to detail
- Ability to be self-directed and own your responsibilities
- Ability to work in cross-functional teams and drive collaborative work

Position is 40 hours/week contract to start with the possibility of full-time employment as the fundraising program grows. Remote work possible with 1-2 days on site a week, occasional evening and weekends required around donor events. The International Peace Garden is an equal opportunity employer. Please email your resume and cover letter to **Amy Funk, afunk@twbfundraising.com**.

Compensation: \$40,000 - \$50,000 USD, \$50,000 - \$60,000 CAD