



Development Officer

The South Dakota Mines Center for Alumni Relations & Advancement (CARA) is seeking a Development Officer.

The Development Officer will help increase philanthropic support to the South Dakota Mines by identifying, cultivating, soliciting, and stewarding donors. Employs a relationship-oriented approach to secure new, renewed, and upgraded gifts from a portfolio of individuals, corporations and foundations. Reporting to the Associate Vice President for Philanthropy and working collaboratively with other members of the advancement and alumni engagement team, this position will help advance philanthropy and facilitate positive alumni relations and donor management.

Key Responsibilities

Responsible for building relationships with prospective donors in support of fundraising initiatives for South Dakota Mines, a public STEM university with more than 2,600 students.

- Manage a portfolio of leadership and major donors and prospects, including donors/prospects in key geographic regions of the country:
 - Implement a strategic and consistent relationship-oriented approach to increase philanthropic support from individuals (alumni and friends), corporations, and trusts & foundations.
 - Promote the importance of unrestricted giving and work to secure funds that align with the mission of the University.
 - Implement effective moves management strategies and ensure that metrics and targets are achieved and exceeded.
- In collaboration with the CARA team, identify, cultivate, and solicit major gift prospects – including corporate and planned gifts.
- Ensure moves management is recorded in database and utilized effectively to maximize relationships and philanthropic support.
- Participate in general CARA activities including staff task forces and committees, outreach activities, CARA Board and committee meetings and University fund development efforts as assigned and needed.
- Collaborate with faculty, administration and other staff about donors and gift options.
- Maintain an awareness and understanding, through continuing education and interactions with colleagues at other institutions, of trends in development and new fund development techniques.
- Assist in the achievement of the overall CARA goals, plans and objectives.
- Work on other assignments as requested.

Qualifications

- Bachelor's degree plus one to two years of experience with fundraising, alumni relations, sales, marketing or external relations and engagement.
- Ability to speak and write in a persuasive manner.
- Knowledge of the understanding of human motivation and principles affecting fundraising.
- Demonstrated ability to ask for philanthropic contributions.
- Creativity, innovation, self-motivation and the ability to work in a complex organization.
- Ability to interact with the community of the university and CARA as a member of its external relations efforts.
- Ability to project a positive image of service that presents the University and CARA positively.

- Ability to understand and articulate the character and mission of CARA and the university.
- Previous development work in a college, university or non-profit preferred.

Requirements

- Need to maintain a high level of confidentiality. Good judgment, discretion and confidentiality are required in this position.
- Competence in Microsoft Office suite and donor management systems, such as Blackbaud's Raiser's Edge/NXT.
- Ability to maintain confidentiality of sensitive and personal information.
- Good time management and organizational skills.
- Position requires some overnight travel that may last for periods of several days each month as well as regular national travel.

To apply send cover letter and resume to: Nancy Beets at Nancy.Grunden-Beets@sdsmt.edu. Position will be open until filled, but resumes will be reviewed immediately. No in-person inquiries or phone calls, please.

About the South Dakota Mines Center for Alumni Relations and Advancement

CARA is committed to recruiting and retaining a diverse workforce and offers an excellent comprehensive benefits package including paid medical, dental, vision, disability, and life insurance for our employees; family medical, dental and vision coverage is available, but paid by employee; retirement plans; paid holidays; and a generous paid-time-off allowance.

Mission:

We promote the traditions, interests, influence, and reputation of South Dakota Mines among alumni and friends through meaningful engagement and by inspiring and stewarding philanthropy.

Vision:

We will be a global network of alumni and friends who advance the prominence of South Dakota Mines.

Values:

- **Collaboration:** We work toward common goals with each other, the University, and stakeholders.
- **Tradition:** We celebrate the traditions and legacies that connect us as a South Dakota Mines family.
- **Excellence:** We are committed to the highest quality in all we do.
- **Diversity and Inclusion:** We value the diversity of unique backgrounds, experience, perspectives, and talents within our community and among our alumni and friends.
- **Stewardship:** We operate with integrity and transparency as excellent stewards of the resources entrusted to us.

CARA does not discriminate based on sex, race, color, creed, national origin, ancestry, citizenship, gender identification, transgender, sexual orientation, religion, age, disability, genetic information or veteran status in employment or the provision of service.