



Development Officer

Iowa Confluence Water Trails (ICON) connects water, communities, and people. As a regionally inclusive non-profit organization, ICON is working to activate more than 150 miles of water trails to expand access to recreation, improve safety, foster economic development, drive tourism and workforce development.

Summary of Position

The Development Officer will work closely with the ICON Executive Director and Great Outdoors Foundation Vice President of Strategic Partnerships to design and implement strategies to secure financial support for the organization. This position will be responsible for meeting operational fundraising goals for the organization. Lead fundraising efforts, build relationships with donors and stakeholders, and help expand the organization's donor base. The Development Officer will play a key role in advancing the mission of the organization through creative and effective fundraising campaigns.

Compensation

- \$75,000 – \$85,000 per year
- Generous PTO and paid holiday package
- Health, dental, vision, STD, LTD, Life, matching 401k

Key Responsibilities

1. Fundraising Strategy, Implementation, and Goal Achievement:

- Responsible for meeting or exceeding operational fundraising goals annually.
- Implement fundraising initiatives, including individual giving, major gifts, corporate sponsorships, and foundation grants.
- Collaborate with ICON & GOF leadership to create annual fundraising plans, set goals, and identify new funding opportunities.
- Research and identify new sources of funding, both locally and nationally, and cultivate relationships with potential donors.

2. Donor Relations and Stewardship:

- Develop and maintain relationships with existing donors, ensuring their continued support and engagement.
- Create and implement donor stewardship programs that recognize and retain major donors and other key supporters.
- Organize donor recognition events, appreciation activities, and ensure timely follow-up communications.

3. Grant Writing and Reporting:

- Lead the writing and submission of grant proposals to foundations and government entities, including overseeing and working with grant writing consultant.
- Track and report on the progress of funded grants and ensure compliance with funder requirements in partnership with ICON and GOF teams.
- Research and apply for new grant opportunities to expand funding for the organization's programs.

4. Fundraising Events:

- Collaborate with leadership team and marketing department on annual fundraising events, groundbreakings and ribbon cuttings, and other special events/partner events.
- Work with volunteers, staff, and board members to ensure the success of these events.
- Support marketing team with event logistics, sponsors, marketing, and post-event follow-up.

5. Team Collaboration and Leadership:

- Work with staff to maintain understanding of ICON programs and initiatives to inform fundraising strategies and tactics.
- Collaborate with the marketing and communications team to create compelling fundraising materials, including brochures, emails, social media campaigns, and newsletters.
- Serve as a representative of the organization at community events, conferences, and meetings.
- Performs other duties as assigned by Executive Director and VP of Strategic Partnerships

6. Data Management and Reporting:

- Collaborate with ICON & GOF staff on donor database management, ensuring all donor information is up-to-date and accurate.
- Prepare regular fundraising reports for the Executive Director and Board of Directors, tracking progress toward fundraising goals.
- Utilize data to analyze fundraising performance, identify trends, and adjust strategies as needed.

Qualifications

Education: Bachelor's degree in nonprofit management, business, communications, or a related field preferred.

Experience: Minimum of four years of experience in nonprofit fundraising or development with at least one year of leadership experience.



Skills:

- Proven experience in fundraising, grant management, and donor relations.
- Strong written and verbal communication skills, with the ability to craft compelling case statements and proposals.
- Excellent interpersonal skills and the ability to build and maintain relationships with donors, stakeholders, and community members and demonstrate understanding of group and political dynamics.
- Experience planning and executing fundraising events.
- Familiarity with fundraising databases and donor management systems (Bloomerang preferred), competency with MS Office suite of tools.
- Knowledge of the recreation industry and the nonprofit sector is a plus.

Personal Attributes:

- Passionate about the mission and goals of the organization.
- Creative and resourceful, with the ability to think strategically.
- Motivated and able to work independently
- Highly organized and able to manage multiple projects simultaneously.
- Ability to maintain confidentiality.
- Results-oriented with a focus on meeting or exceeding fundraising targets.
- Team player with a collaborative approach to leadership and problem-solving.

Working Conditions

- Occasional evening and weekend work required for events and donor meetings.
- Travel within the region as needed to meet with donors, partners, and stakeholders.
- This organization offers a flexible work environment with specific mandatory days in office. Half-day Fridays are offered. This is an energetic work environment that requires flexibility.
- The physical and mental demands of this position are representative of those that must be met by the employee to successfully perform the essential job results. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job results.

Hybrid work environment

Non-exempt

Please submit your resume and cover letter to Human Resources at hr@greatoutdoorsfoundation.org