

**Minnesota Collegiate DECA
Fundraising Development and Communications Manager (Part-time)
Job Description**

MN Collegiate DECA, a student centered organization that helps prepare students to become business professionals in marketing, management, finance, hospitality, and entrepreneurship, is seeking an energetic and organized person for the position of Fundraising Development and Communications Manager.. Position opens, June 15, 2018 as a part time position.

Application deadline: May 7, 2018

Go to MNCollegiateDECACareers@gmail.com to apply.

The Fundraising Development Manager is responsible for working with the Executive Director, Board of Directors and Fundraising Development Committee for planning and coordinating all aspects of fund development and public relations for Minnesota State Collegiate DECA. Provide leadership on all fundraising initiatives including special events, major gifts, planned giving, sponsorships, donor cultivation and grant writing. Identify, organize and manage the fundraising activities of the affiliate with a focus on new opportunities to obtain ongoing and increased support from corporations, public and private organizations, faith communities, and individuals. This is a part time position.

Primary Roles & Responsibilities:

- Planning, develop and implement a comprehensive written annual resource development plan with strategies for donors and prospects in each constituent group including: individuals, faith groups, organizations, corporations, etc. to be approved by the board of directors.
- Provide monthly reports to the ED and the board which measure progress towards achieving the plan.
- Broaden Collegiate DECA's fundraising by developing approaches such as planned giving, solicitation of bequests, and endowment programs.
- Public relations and marketing

Grant requests and administration

- Assist Executive Director with researching and writing grants.
- Provide timely reporting and ensure compliance as required by grant award documentation.
- Administer draw requests for any funding source which operates through a "draw down" or reimbursement process.

Gifts Cultivation

.Create and implement strategies for donor development and cultivation which will provide a diverse and sustainable funding base for Collegiate DECA.

- Keep up-to-date on current fundraising programs, practices and procedures used in the nonprofit sector and inform the affiliate leadership of items that would benefit Collegiate DECA.
- Create and implement major gifts program, planned giving program, and volunteer giving the program.
- Identify and pursue new sources of corporate and foundation funding.
- Build and maintain relationships with major donors of all types, develop strategies for solicitation, and solicit or coordinate the solicitation by other affiliate staff, board or volunteers, as appropriate.
- Create and update collateral materials to support gift cultivation.
- Develop and implement all aspects of direct donor mailings, appeal letters, and other donor mailings as needed.
- Ensure that the donor database information is current and accurate.
- Acknowledgment of all gifts and donations.

Events

- Promote events to the business community as a way to support Collegiate DECA and provide support to those groups that want to host an event.
- Develop and solicit sponsors for houses and events as needed.

Public Relations and Marketing

- Write press releases and media alerts.
- Work closely with the Executive Director on maintaining and updating the website.
- Develop and maintain media contacts with area media outlets.
- Oversee and direct all media relations, social media communication, media production and general branding of the affiliate and all its programs.
- Create marketing materials for the Minnesota Collegiate DECA.
- Build and sustain working relationships and communication with community associations; business leaders; lenders; grant funders; school administrators, schools, and universities; and other institutions.

QUALIFICATIONS:

Minimum Qualifications:

- 2 year degree
- 5 years experience in sales, marketing or related field.
- 3 years management experience.

- Must be able to work a flexible schedule.
- Availability to travel both in and out of state.
- Be able to work independently and set priorities.
- Ability to work individually or in a group to start, develop and complete projects.
- Ability to work with minimal supervision – self-motivated & confident
- Comfortable working autonomously.
- The desire to work as part of a team and willingness to promote the principles and views Collegiate DECA
- Ability to work well with people from diverse backgrounds with varying degrees of experience.
- Ability to inspire, train, motivate, challenge, and supervise volunteers.
- Ability to handle multiple projects simultaneously.
- Expertise in Office Suite and website/software maintenance (Wix).

Preferred Qualifications

- **B.A./B.S.** preferred with an emphasis or concentration in business, marketing, public relations or related field.
- Two – five years professional development and fundraising experience.
- The desire to work as part of a team and willingness to promote the principles and views Collegiate DECA
- Ability to work well with people from diverse backgrounds with varying degrees of experience.
- Ability to inspire, train, motivate, challenge, and supervise volunteers.
- Confident public speaking and able to express ideas verbally and in writing.
- Experience with student organizations at either the collegiate or secondary level.

The Fund Raising Development Manager will work as an independent contractor and will report to the Executive Director and the Board of Directors. Contract will be negotiated by the Board of Directors at the annual review. Salary is dependent on experience. The Fund Raising Development Manager will work from their home office. Travel and office expenses are reimbursed.