

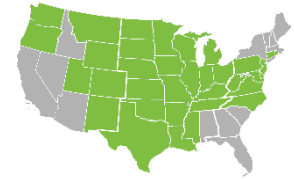


POSITION ANNOUNCEMENT: DEVELOPMENT ASSOCIATE

Program/Role: Development Associate
Location: Minneapolis Office: 2801 21st Avenue South, Suite 220
Reports to: Director of Development
Type of Position: Full time position
Compensation: Salary range: \$40K-\$48K, commensurate with experience. Benefits include a Health Plan, 401(k) retirement plan, paid time off, and a communication stipend.

Organization Description

The mission of Great Plains Institute (GPI) is to transform the energy system to benefit the economy and the environment. Increased demand for GPI's unique blend of energy expertise and consensus-derived solutions has driven rapid organizational and programmatic growth. GPI's annual revenue has tripled in 5 years to nearly \$6 million. GPI's operations are national in scope (see map), yet the organization retains a core competency in the midcontinent. GPI is powered by more than 30 professionals in MN, IL, ND, and NY, with an increasing presence in DC; and is supported by some of the nation's most respected philanthropies. Please visit www.betterenergy.com to learn more.



THIS POSITION:

GPI seeks a bright, outgoing, and highly-motivated individual to help support the organization's fundraising operations as we embark upon our strategic growth. The full-time development associate will be responsible for development administration, prospect research, and will support solicitation and stewardship cycles. Our work is fast-paced, and our hardworking staff is passionate about GPI's mission and the environment in general. This position may require occasional evening and weekend work.

JOB DUTIES:

- A. Facilitate donor relationship stewardship and contributed income pipeline management
 - 1. Manage the timely acknowledgement of gifts and assure that all types of donations (cash, pledges, securities, matching gifts, and planned gifts) are properly documented.
 - 2. Prepare accurate research on prospects and assemble materials for cultivation and solicitation visits.
 - 3. Process incoming and outgoing mail.
 - 4. Coordinate the production and distribution of donation appeals and materials.
 - 5. Communicate with donors in-person, on the phone, and by email.

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- B. Lead data management and cross-functional collaboration
 - 1. Be the primary owner and administrator of GPI's customer relationship management system.
 - 2. Ensure data integrity through accurate data entry and ongoing maintenance efforts.
 - 3. Coordinate with cross-department colleagues to identify and best cultivate donor prospects.
 - 4. Collaborate with communications colleagues to write and edit donor communications, produce marketing materials and collateral, and plan special events.
 - 5. Segment donors for optimum messaging and engagement with GPI.
- C. Enable community engagement, leadership facilitation, and culture building
 - 1. Generate clear, action-oriented meeting notes for the department and for board committees.
 - 2. Facilitate the leadership of the Board of Directors, staff colleagues, and GPI's many diverse stakeholders.
 - 3. Help to build a culture of philanthropy at GPI that promotes donor leadership, recognition, and ownership of the organization.

SKILLS REQUIRED:

Minimum qualifications

- a) Bachelor's degree or at least two years of experience in an office environment
- b) Excellent communication skills and judgement with the ability to maintain privacy and confidentiality
- c) Proficient with Microsoft Word, Outlook, and Excel; experience with donor databases and design software a plus
- d) Comfortable in a PC environment
- e) Valid driver's license

Preferred

- a) Familiarity with nonprofit organizations, research methods, data standards, and databases
- b) Interest in fundraising
- c) Affinity for the environment

EQUIPMENT USED:

Desktop computer and/or laptop, copier, fax machine, calculator, printer, telephone

PHYSICAL REQUIREMENT:

Requires working at a desk (either sitting or standing) for extended periods. Extensive use of devices (e.g., keyboard, mouse), as well as usage of telephone/headset. May require lifting of boxes up to 20 pounds on occasion.

HOW TO APPLY:

Send your application materials including a one-page cover letter and resume, with the subject line: "Development Associate - [your surname]" to careers@gpisd.net. A single PDF of all materials is preferred. **Deadline for application is 9 AM Central Time, February 10, 2020.**

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BACKGROUND ON GREAT PLAINS INSTITUTE:

The Great Plains Institute (GPI) is a tax-exempt 501(c)3 nonprofit corporation based in Minneapolis, MN, and dedicated to transforming the energy system to benefit the economy and environment. We specialize in using consensus-based strategies to solve our energy and environmental challenges. Through research and analysis, consensus policy development, technology acceleration, and local action, we are leading the transition to clean, efficient, and secure energy: www.betterenergy.org.

GPI has a fast-paced entrepreneurial culture in which people enjoy both great freedom and great responsibility. People who thrive in this culture take personal responsibility for seeing what needs doing and getting it done. They are self-starters, problem-solvers, and quick to help others. They work hard because they believe in the mission and get to spend most of their time at the intersection of what they love to do and are good at. It's a working environment in which performance is judged more on results than on time spent in a particular chair. We aspire to make this the best job anyone has ever had.

**The Great Plains Institute is an Equal Opportunity Employer
and welcomes a wide diversity of applicants.**

