



## Associate Development Director Job Description

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### WALLIN EDUCATION PARTNERS MISSION AND VISION

The mission of Wallin Education Partners is to enable college and career success for high-potential Minnesota students with financial need through scholarships, comprehensive advising support, and data-informed collaboration with our educational, business, and philanthropic partners.

The vision of Wallin Education Partners is to create a diverse, ever expanding community of scholars and educated citizens with the skills, leadership, and dedication needed to build a stronger tomorrow.

### ORGANIZATION

Wallin Education Partners has an extremely dedicated team with unwavering commitment to scholar success. Our diverse team brings a breadth of experience in education, development, non-profit organizations, for profit businesses and we come together in a fun work environment focused on helping low-income, high-potential students complete college. We are a high-energy group and someone who shares our drive to enable college and career success would fit in well. The outcomes of our program are an exceptionally high graduation rate (90+%), less debt for graduates, diverse talent for our community, and maximum impact for our donors.

We are seeking an Associate Development Director to help lead development efforts of our fast-growing organization, working with and under the direction of Director of Advancement. Specifically, the person in this role will conduct research on prospective funders, actively solicit funds, lead event planning, and other duties necessary to promote the organization to a wider public. This professional will have an established record of coordinating nonprofit fundraising efforts, including securing gifts.

### PRIMARY ROLES & RESPONSIBILITIES

#### FUNDRAISING AND DONOR STEWARDSHIP

- Conduct research on prospective donors, foundations, and community partners.
- Secure and conduct preliminary meetings with prospective donors.
- Secure gifts from individuals, foundations and corporations independently and in joint effort with Director of Advancement.
- Manage Letters of Inquiry and grant proposal process from writing to submission and follow-up.
- Assist the Director of Advancement in maintaining a high level of donor engagement.
- Represent Wallin Education Partners in the community.
- Manage annual fund efforts.
- Manage gift processing and acknowledgments.
- Manage all Wallin Education Partners fundraising and awareness-raising events.

- Working with the Director of Finance to support the pledge agreement process.

#### DATABASE MANAGEMENT

- Manage donor and alumni database.
- Ensure accuracy and integrity of information database.
- Prepare donor and alumni reports on activities and giving.

#### QUALIFICATIONS:

- Bachelor's degree required
- Three to five years of experience working in a non-profit development role
- Familiarity with donor data management tools, preferably Raiser's Edge
- Excellent organizational skills, detail oriented, and capability of multi-tasking
- Excellent communication skills, ability to articulate complex subjects
- Experience with public speaking
- Experience with event planning
- Strong writing skills
- Passion for supporting efforts that help close the education achievement gap
- Interest in and comfort with meeting new people to promote the mission of Wallin Education Partners.

*SOUND LIKE A GOOD FIT? TO APPLY, PLEASE SEND A COVER LETTER AND RESUME TO [STELA.CENTER@WALLINPARTNERS.ORG](mailto:STELA.CENTER@WALLINPARTNERS.ORG). APPLICATIONS WILL BE REVIEWED ON A ROLLING BASIS.*