

POSITION DESCRIPTION Development Director SEED SAVERS EXCHANGE

For more than 43 years, Seed Savers Exchange has focused on conserving and promoting America's culturally diverse but endangered garden and food crop heritage for future generations. By collecting, growing, and sharing heirloom seeds and plants, Seed Savers Exchange maintains a collection of more than 20,000 heirloom and open-pollinated vegetable, herb, and plant varieties.

Seed Savers Exchange is seeking a Development Director to grow its fundraising program on a national scale. The Development Director will be responsible for cultivating and managing the organization's individual donations, major gifts, and corporate and foundation support; launching special campaigns, and overseeing grant acquisition and management. Unlike many other nonprofits, Seed Savers Exchange has additional sources of support for its preservation work from its mission-driven seed house operation. Reporting to and working closely with the Executive Director and President, this newly-created position will provide strategic leadership in the national expansion of the organization's fundraising success.

Candidate Profile:

Seed Savers Exchange is looking for a candidate who is:

- Passionate about the mission and values of Seed Savers Exchange.
- A strong, confident, and entrepreneurial leader who can manage change and build new systems and structures.
- An authentic, warm, and grounded individual who makes genuine connections with people and organizations from a broad range of constituencies.
- Comfortable asking for financial support on behalf of the organization.
- Diplomatic and kind: able to bring people together to support a common cause.
- Generous about sharing his or her knowledge and wisdom with staff and colleagues.

Areas of Responsibility:

Seed Savers Exchange is seeking a full-time Development Director to foster and direct a full scale and nationally-based donor development and fundraising program, institute and manage a donor research program, and supervise the competitive grants program. A key aim is to expand the national scope of the organization's fundraising efforts and success, leading to increased resources that can be used to support Seed Saver's mission to conserve and promote America's garden and food crop heritage for future generations. The Development Director is expected to develop and maintain a thorough knowledge of Seed Savers Exchange's mission, values, programs, staff, impact, and stories.

In carrying out the responsibilities of the role, the Development Director will:

Grow Fundraising and Donor Development:

- Foster and direct a full-scale development effort including annual fund, individual and major gifts, corporate and foundation giving, e-fundraising, special campaigns, planned giving, and stewardship. Develop annual goals for these activities.
- Develop and maintain a portfolio of relationships with major gifts and institutional donors.
- Identify, cultivate, solicit, and steward new donors. Leverage Seed Saver Exchange's donor databases, customer relationships and networks, events and event data, the Development Director's personal and professional contacts, and national networking activities.
- Engage the staff and board of Seed Savers Exchange in a culture of philanthropy.

Strengthen Communications and Outreach:

- Represent Seed Savers Exchange at organizational and external events and activities.
- Work with staff and vendors to develop, edit, and update marketing and communications materials, including social media.
- Systematically cultivate the collection of stories and anecdotes that showcase the special characteristics and highlight the value of Seed Savers Exchange.
- Mentor staff regarding messaging and communications, fostering their ability to meld stories into compelling narratives.

Utilize Donor Data and Research:

- Work with staff to use database tools to effectively organize donor information. (Note: Seed Savers Exchange is transitioning from NetSuite to Raiser's Edge software.)
- Leverage database information to segment current donors, identify and cultivate new prospects, and inform donor strategy.
- Increase understanding of donor and prospective donor attitudes and preferences by listening to customer service feedback, utilizing surveys, focus groups, and/or other means.

Oversee Grants Management:

- Develop and manage an annual grants calendar.
- Create a set of criteria through which new grant opportunities can be screened for relevance to mission and cost/benefit.
- Supervise the identification, application, and securement of relevant grants; monitor grant-funded programs and activities; and follow up with reporting requirements to funding organizations.

Strengthen the Organization:

- Supervise and mentor staff members including the Membership Coordinator, Development Coordinator, and Grants Associate.
- Provide strategy and guidance regarding the organization's national scope and presence.
- Maintain up-to-date knowledge in relevant professional fields of nonprofit fundraising and marketing.
- Act as a valued resource to the Executive Director and President, serving to further the mission and goals of Seed Savers Exchange.

Qualifications include: Commitment to Seed Saver's mission and values; a bachelor's degree; demonstrated success in nonprofit fundraising; excellent verbal and written communications skills; experience and comfort with staff mentoring and supervision, expertise with donor database management and analysis; experience with grants management. The ideal candidate is an articulate, enthusiastic, and engaging leader who can connect with people from many backgrounds.

Salary, Benefits, and Job Location: Salary is competitive and based on experience. Seed Savers Exchange is located on 890 scenic rolling acres at Heritage Farm in NE Iowa near Luther College and the City of Decorah. National travel and occasional evening and weekend work is expected within the context of a flexible work schedule. The position may be located at the Seed Savers office or in the Twin Cities or another nearby major metropolitan area provided that strong communications are developed and maintained with the Seed Savers Exchange organization and staff.

Benefits include:

- Paid Vacation
- Paid Holidays
- Paid Sick Time
- Paid Long-term disability, 401K contributions, life insurance, health insurance, and employee merchandise discounts

The organization will begin reviewing applications May 22nd. Applications will be accepted until the position is filled. To apply, interested candidates should send a letter of introduction and resume to employment@cinnatus.com or Employment, Cinnatus, Hennepin Square Suite 220, 2021 E Hennepin Avenue, Minneapolis, MN 55413. Contact Trudy Ohnsorg at Trudy@Cinnatus.com with questions about the position.

Seed Savers Exchange is an equal opportunity employer and enthusiastically encourages people from a wide variety of backgrounds and experiences to apply. Seed Savers Exchange does not discriminate on the basis of race, color, religion, sex (including pregnancy), gender identity, national origin, citizenship, age, mental or physical disability, veteran status, marital status, sexual orientation, or any other basis prohibited by law.