



# Conservation Federation

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## MISSOURI

The Conservation Federation of Missouri (CFM) is searching for a qualified individual to join our team and serve as a ***Development Coordinator***.

The Mission of the Conservation Federation of Missouri is *to ensure conservation of Missouri's wildlife and natural resources, and preservation of our state's rich outdoor heritage through advocacy, education and partnerships.*

**Functions:** Manage all aspects of fundraising for the Conservation Federation of Missouri. This position solicits and organizes auction items, secures sponsorships for fundraising events and auctions. This position is also responsible for recruiting and retaining business partnerships, seeking major gifts, and coordinating other fundraising efforts for the organization.

### **General Fundraising for Events & Auctions**

- Obtain auction items for all CFM events, including the annual convention, sporting clay shoots, online auctions and various raffles and events.
- Solicit and secure sponsorships, donors and other revenue streams for our various types of events, including silent, online and live auctions.
- Coordinate, market and fully execute all fundraising programs, auctions, and raffles established by the staff and Board of Directors to raise funds for our organization.

### **Business Partnerships**

- Identify, secure and retain business partners through research and relationship building.
- Responsible for strengthening business partners by keeping them engaged, informed, and inspired to grow long-term funding relationships.
- Market and promote partnerships in various media outlets, website and other avenues.

### **Major Gifts & Grants**

- Create and maintain a portfolio of prospective major gift donors to make charitable contributions. Collaboratively build a community of donors within the organization.
- Create, market and implement all aspects of a planned giving program for CFM.
- Develop, prepare and maintain grant writing portfolios and reports. Build and maintain relationships with current and future grant donors.



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### Qualifications

- BS/BA degree preferred; Ideally in marketing, communications, business, conservation or natural resources, or a related field and at least one to two years of fundraising and/or business development or management experience.
- Show a deep passion for Missouri's outdoors and understand the importance of the mission of our organization as it relates to fundraising and overall support.

### Required Skills and Abilities

- Possess solid interpersonal, verbal, and written communications skills coupled with working independently, efficiently and with a detailed-orientation approach to work.
- Excellent organizational, project planning and time management skills, demonstrated ability to manage multiple tasks and flexibility in meeting shifting demands and priorities.
- Capability to establish rapport with business partners, donors, members of the Board and committee members.
- Strategic thinking abilities with solid planning and implementation skills.
- Strong public speaking and ability to interact in varying circumstances.
- Maintain a positive attitude and be a strong team player
- Strong analytical skills and the ability to problem solve effectively and efficiently.
- Ability to produce accurate and timely work products.
- Proficiency with standard office-related software, including Excel & Adobe.
- Be an innovative self-starter with the ability to work independently and as part of a team.
- Willing to help with additional duties at events/meetings outside of regular job duties.
- Possess an understanding of fundraising and current knowledge of contemporary fundraising techniques and trends.
- Travel is required to visit various corporations, supporters, donors and meetings.
- Attend all CFM fundraising events and Board Meetings.

### Salary and Benefits:

- Health coverage
- Dental coverage
- Retirement plan with company match (401K)
- Salary is commensurate with education and experience. The base salary is \$45,000-\$55,000.

For inquiries or questions about the position, please call Tyler at 573-634-2322 ext. 102.

To apply, send a cover letter and resume to [mhaymaker@confedmo.org](mailto:mhaymaker@confedmo.org) by September 25, 2022.