Development Analyst & Stewardship Coordinator

REPORTS TO: Chief Development Officer

POSITION SUMMARY:
The Development Analyst & Stewardship Coordinator is responsible for supporting comprehensive fundraising initiatives (Annual Giving, Major Gift Fundraising, and Planned Giving programs) and stewardship of these programs through in-depth research, database management, collaboration, and donor relations. Pheasants Forever, Inc and Quail Forever are seeking an individual with experience in using business data and statistical methods to provide insight into all areas of fundraising from the identification stage to solicitation and stewardship of donors and members.

RESPONSIBILITIES:

• Be a leader for the organization in identifying and sourcing new funders through data analytics, database management, in-depth research and building new processes with members of the Development Team.

• Lead Pheasants Forever and Quail Forever’s stewardship efforts for elite members, major gift donors and Habitat Legacy Society members by creating easy to understand reporting and dashboards. Foster the adherence of best practices in the supporting areas of gift processing, data management and donor relations by collaborating with members of the Development Team and Finance/Accounting Team on existing gift pledges.

• Utilize Microsoft CRM and Power BI for the purpose of reporting fundraising activity and provide recommendations to inform crucial decision making on future fundraising strategies.

• Assist with the coordination and support of comprehensive fundraising programs to expand philanthropic support of Pheasants Forever. These responsibilities include administering planned giving, annual giving, and individual major gift programs and campaigns, as well as grant development initiatives.

• Help create and oversee the implementation of organization-wide best practices on tracking and reporting campaign results for our $500 Million comprehensive Campaign, Call of the Uplands.

• Optimize the existing Pheasants Forever and Quail Forever database, through data driven analyses, for annual giving programs and projects.

• Proactively provide the Development Team with lists of prospects for major gift donors and funders through extensive research, utilizing external and internal sources with the goal to expand philanthropic support of Pheasants Forever and Quail Forever.

• Conduct regular calls with members of the Development Team to ensure they are aware of new funding opportunities and have the tools they need to be successful with stewardship of existing funders, as well as their events/meetings.

• Serve as a liaison to the Finance/Accounting Team to ensure all donor and member pledges are up to date, which often includes correspondence with donors and members in a professional manner to ensure the database is accurate and reflective of the gift’s intentions.
• Assist our Development Team, Regional Representatives, and volunteers with the planning and facilitating of special events across the country, including donor cultivation events, fundraisers, elite member events, and the elite membership strategies and recruitment booth at Pheasant Fest & Quail Classic.
• Promptly and professionally respond to donor/grantee inquires and perform outbound calls to members, donors, and supporters as needed.
• Lead efforts to provide the Development Team with all needed information for their events and meetings: meeting coordination, list pulls, database entry and donor informational packets.
• Assume all other duties and responsibilities as assigned by the Chief Development Officer.

Organizational Profile:
We are seeking an individual with the talent, passion, and desire to help promote and grow the nation’s leading upland wildlife habitat conservation organization. Pheasants Forever (PF) and Quail Forever (QF) have over 700 chapters, 134,000 members across the nation. The organization is currently in the midst of a $500 Million campaign, Call of the Uplands. This position will play a vital role in the identification of potential donors and funders, as well as the stewardship of existing donors.

Qualifications and Experience:
• Bachelor’s degree in Business Management, Economics, Mathematics, or a degree with an analytical focus (Ex: Computer Science, Statistics, Finance) or comparable experience.
• The successful candidate must be self-motivated, professional, flexible, upbeat, proactive, and comfortable working independently and as a team player. He/she must have a demonstrated competency in data management, with an impeccable attention to detail, as well as an innovative mindset, and strengths in efficiency, timeliness, and multi-tasking.
• Superior database management skills and advanced level experience in Microsoft Excel.
• Strong communication skills and ability to translate findings to visual depiction for various audiences.
• Donor relations, foundation and development experience is preferred.
• Donor database management and experience with a CRM system is required.
• Experience with Microsoft CRM and Power BI is preferred
• Outstanding computer skills and internet research is a necessity.
• Good interpersonal skills (written and verbal) and the ability to collaborate effectively with diverse constituencies, including partners, donors, team members, volunteers are a must.
• Experience and appreciation for the outdoors, hunting, and conservation is valued, along with a commitment to the mission of Pheasants Forever and Quail Forever.

Compensation and Location: Starting salary and benefits commensurate with experience and qualifications. Location is negotiable.

Application Close Date: March 31, 2021. Position will close sooner, if filled.

Anticipated Start Date: April 19, 2021

To Apply: Visit our Recruitment website at: www.pheasantsforever.org/jobs. Please combine your cover letter, resume and three references in a Word document or PDF file before uploading to the Recruitment website.
For more information: Contact Joe Long, Pheasants Forever Development Officer, at jlong@pheasantsforever.org

Pheasants Forever and Quail Forever are an EEO Employer/Vet/Disabled.