



Development Coordinator Job Description

Job Title: Development Coordinator

Organization: Owámniyomni Okhódayapi

Location: Minneapolis/St. Paul - Hybrid

Reports to: Director of Advancement

About Us

[Owámniyomni Okhódayapi](#) (OO) is a Dakota-led non-profit creating a future where Dakota culture has a vital presence and Dakota values – such as mni wičóni, or water is life – are embedded into our communal existence. We are currently working to transform five acres of land at Owámniyomni (St. Anthony Falls) into a place of restoration, education, healing and connection.

Owámniyomni means “turbulent waters” in the Dakota language. Okhódaya translates to “to be friends with, to be friendly, or to befriend.” The words are pronounced: Oh-WAH-mini-yo-mini Oh-KOH-dah-yah-pee.

We are dedicated to centering Native voices, strengthening our connections to Dakota relatives, and uplifting the actively silenced stories of Dakota people through our work at the Falls. We will continue this work in a good way. We are seeking a passionate, organized self-starter to join our team as Development Coordinator. This is a newly created position.

Key Responsibilities

- Maintain and manage the donor database (Neon), ensuring accurate and up-to-date donor records are maintained. Records all new donations, grants, donor meetings, and donor contact information.
- Ensures that donor stewardship is a top priority with each donor receiving a note of gratitude and/or tax receipt upon the donation of a philanthropic gift based on the Stewardship Matrix.



- Receives mail at Owámniyomni Okhódayapi office, records incoming donation information, and submits deposits as appropriate.
- Works with the Business Manager to reconcile Neon and Quickbooks entries and ensure accurate reporting, daily donation deposits are made accurately upon being recorded in Neon.
- Under the strategic direction of the Director of Advancement, supports the planning and execution of fundraising events, including managing invitation and registration lists, logistics, and staff or volunteer coordination.
- Manages Owámniyomni Okhódayapi's grants calendar and administrative tracking and reporting process for all grants; coordinates closely with OO's grant writer to ensure grants and reporting are completed in a timely manner.
- Under the direction of the Director of Advancement and in conjunction with the Communications team, plans, coordinates, and executes the Annual Fund strategy and GiveMN strategy each year, with a goal of increasing revenue, encouraging new donors, and retaining existing donors.
- Supports the Director of Advancement in creating the annual Donor-Centric Communications Plan, Development Work Plan, and Development Department Budget.
- Coordinates with external departments, including Communications, Project, and Programming to understand upcoming development needs and implement the Development Work Plan.

Qualifications

- A passion for and a commitment to the mission and vision of Owámniyomni Okhódayapi.
- 2+ years experience in nonprofit development/fundraising with a focus on CRM database management, stewardship management, and Annual Fund implementation.
- Highly organized, detail-oriented with the ability to manage multiple projects with competing priorities.
- Excellent written and verbal communication skills.
- Familiarity with social media platforms and how to socialize fundraising initiatives and events.
- A self-starter and problem solver with the ability to take initiative and work independently.
- Proficiency with Google Workspace, Microsoft Office Suite and experience with donor management software (Neon experience a plus).



- Familiar with Annual Fund solicitation methods and channels that includes traditional mailed solicitations, emailed solicitations and social media channels.
- Ability to work well with a collaborative team.

Compensation and Benefits

- Compensation in the range of \$50,000 to \$60,000 depending on experience and qualifications.
- Benefits include:
 - Hybrid work environment with 1-2 days in the office per week.
 - Full time employees receive subsidized medical, dental and vision benefits
 - Retirement Plan with 3% employer contribution
 - Earned Sick and Safe time
 - 10 paid personal days per year
 - 11 paid holidays

How to Apply

Interested candidates should submit a resume and cover letter outlining their qualifications and experience to info@owamniyomni.org.

Applications accepted through December 15, 2024.

Owámniyomni Okhódayapi is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.