



## **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](http://owamniyomni.org) (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

- Manages the donor database (Neon CRM), ensuring complete and accurate donor records are maintained. Records all new donations, grants, donor meetings, and donor contact information; updates workflows and other CRM-based processes for improved accuracy and efficiency.
- Retrieves, organizes, and presents CRM data in a digestible format for Advancement and other departments.
- Maintains the Advancement drive architecture in alignment with department policies. Identifies areas for improved efficiency and coordinates solutions across Asana, Google Suite and Neon CRM.
- 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 maintain accurate reporting across platforms. Ensures daily donation deposits are made promptly and 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, staff or volunteer coordination, and post-event data.
- 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 Major Gifts Officer and Communications team, plans, coordinates, and executes the Annual Fund and giving collaboration (e.g., GiveMN, Native Nonprofit Day, etc) strategies 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 cross-department needs, identify development action items, and implement the Development Work Plan.

## **Qualifications**

- A passion for and a commitment to the mission and vision of Owámmniyomni Okhódayapi.
- 2+ years experience in nonprofit development/fundraising with a focus on CRM database management, data retrieval and reporting; 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; significant experience with donor management software/CRM (Neon experience a plus); and ability to leverage project management software (e.g., Asana).
- 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 3-4 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 [development@owamniyomni.org](mailto:development@owamniyomni.org).

Applications accepted through July 11, 2025, or until filled.

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

Rev. 11-9-2024