Development Director, North Dakota 4-H Foundation, Inc.
https://jobs.ndsu.edu/
Opening #1300106

Stewarding relationships that lead to increased support for 4-H youth development programs in North Dakota

Position: Full-time
Salary: Commensurate with qualifications and experience
Benefits include retirement plan and full coverage for family health insurance
Location: Fargo, ND

To apply
• Visit https://jobs.ndsu.edu/
• create an account
• search for opening #1300106
• create and submit your application when prompted

Screening will begin
May 20, 2013

Direct questions to:
Brad Cogdill, Chair
Center for 4-H Youth Development
701-231-7251
brad.cogdill@ndsu.edu

North Dakota State University
is an Equal Opportunity/
Affirmative Action Employer

Position Information

NORTH DAKOTA 4-H FOUNDATION

The Development Director is responsible for building relationships with individuals, corporations and foundations to raise funds by working through various fundraising methods (direct mail, planned gift giving, grants and special events) and analyzing the various financial reports and other items pertinent to the operation of a successful foundation. The individual will work in partnership with the 4-H Foundation Executive Director, the Board of Directors and the Extension Service to continually build a broad base of public support for 4-H youth development programs.

Minimum Qualifications
• Bachelor’s degree in a field related to the responsibilities of the position
• Demonstrated knowledge of basic non-profit resource development strategies including a full range of fund raising methods (direct mail, planned gift giving, grants and special events)
• Familiarity with youth development programs including 4-H and the Extension Service
• Demonstrated ability in community outreach and marketing of programs
• Demonstrated ability in budgeting, financial management and grantsmanship
• Effective oral, written and listening communication skills
• Ability to inspire youth, adult volunteers and staff to effectively work together as a team
• Demonstrated ability to work with people of diverse ethnic and socioeconomic backgrounds and a commitment to the principles of diversity
• Ability to utilize and proficiently apply technology skills for computerized record-keeping systems
• Ability to work flexible hours and to travel
• Valid driver’s license

Preferred Qualifications
• Bachelor’s or Master’s degree in Business, Nonprofit Management, Marketing or Communications
• Five or more years of successful experience as a development officer, fund-raising or other non-profit work

North Dakota State University does not discriminate on the basis of age, color, disability, gender expression/identity, genetic information, marital status, national origin, public assistance status, race, religion, sex, sexual orientation, or status as a U.S. veteran. Direct inquiries to the Vice President for Equity, Diversity and Global Outreach, 205 Old Main, (701) 231-7708. This publication will be made available in alternative formats for people with disabilities upon request, (701) 231-7881.