

Development Officer

About ASABE

ASABE is an educational and scientific organization dedicated to the advancement of engineering applicable to agricultural, food, and biological systems. Founded in 1907 and headquartered in St. Joseph, Michigan, ASABE comprises more than 7,000 members in over 90 countries. ASABE members develop efficient and environmentally sensitive methods ensuring ample food, feed, fiber, clean water, and renewable energy sources for an ever-increasing world population.

About the Position

We are seeking a Development Officer with experience, resourcefulness and initiative to lead the revitalization and expansion of our fundraising and development efforts, helping us to put in place a first-rate fundraising program. Our development efforts are in the infancy stages, working to take donor engagement, stewardship, and awareness of the agricultural and biological engineering profession to the next level. A collaborative spirit, enthusiasm for establishing and integrating a donor relations program, providing input and guidance for the creation of marketing tools, and organizing strategic fundraising campaigns are important to expand and strengthen the ASABE initiatives.

About You

- Desire to make a difference
- Zeal for ASABE's vision and mission; familiarity with agriculture, agricultural and biological engineering, and/or a related technology a strong plus
- 2 - 4 years progressive experience including cultivation, solicitation, major giving, and foundation fundraising, preferably within a non-profit or educational institution
- Strong record of achieving results: well-organized, strategic, team player, experienced in asking for and closing four figure (or higher) gifts
- Highly effective interpersonal communication and relationship-building abilities, relating well to all kinds of people
- Robust written communication skills
- Impeccable judgement to self-manage in a professional and engaging manner
- Ability to work within electronic environment for solicitation and gift tracking
- Skillful in office-based computer applications: MS Office, Google Suite

Key Responsibilities

- Identify, cultivate and steward major donors and prospects, including individuals, corporate, and charitable organizations
- Implement and revise donor-centric fundraising programming in concert with ASABE Foundation
- Lead and coordinate personalized and meaningful fundraising events at ASABE functions
- Create and maintain of an active donor database to ensure tracking and analyzing of progress for reporting purposes
- Foster and maintain a solid collaborative presence with staff and board leadership

- Collaboratively manage a comprehensive marketing strategy, including materials creation, to develop awareness and giving opportunities across all platforms (including social media)

Compensation and Benefits

This is a full-time, exempt position with a hybrid schedule. ASABE's office is in St. Joseph, Michigan.

- Salary range: \$70,000 - \$80,000
- Health insurance, including vision and dental
- Long-term disability insurance
- Paid personal leave
- 401(k) with match
- Defined contribution retirement plan

ASABE offers a collegial work environment, and a wonderful location on the sandy shores of Lake Michigan in southwest Michigan. ASABE is an equal opportunity employer. Employment is contingent upon successful completion of a reference and background investigation. You must be authorized to work in the United States and have a U.S. address and bank account. **Submit your resume and cover letter to asabe-hq@asabe.org**