

Madison | Milwaukee

POSITION SUMMARY: Fund Development Consultant

SUMMARY

McDonald Schaefer is growing! The Fund Development Consultant position will advance your career in development and provide you with an opportunity to strategize and lead Capital Campaigns, Annual Campaigns, Feasibility Studies, Development Assessments and various other client engagements that build capacity for nonprofits. The Consultant is a key member of the McDonald Schaefer team responsible for providing professional mission advancement services to our clients. McDonald Schaefer Consultants enjoy significant variety in their daily work and are afforded considerable independence as they carry out their duties.

ESSENTIAL RESPONSIBILITIES

Test and Analyze (Feasibility Studies)

Working with McDonald Schaefer's established tools, processes and systems:

- Conduct personal interviews with organization stakeholders including volunteer leadership and top donor prospects in order to gather information necessary to assess fundraising potential and to project a plan of action to maximize results.
- Assist the client in drafting a Project Summary that describes what funding is needed for.
- Preview the proposed project with study participants and discuss and record their feedback.
- Identify potential donor prospects and volunteer leadership candidates.
- Write comprehensive study reports that include analysis of study participants' responses and recommendations for the proposed fundraising campaign.

Strategize, Lead and Manage (Annual Campaigns, Capital Campaigns)

Working with McDonald Schaefer's established tools, processes and systems:

- Provide leadership and processes for a sustainable mission advancement program and/or successful capital campaign. Work with organization leadership and volunteer leadership to implement campaign plan:
 - Adhere to campaign timeline
 - Develop strategy on top prospects
 - Meet or exceed fundraising goals/objectives
- Organize, support and be a resource to the advancement team in their campaign responsibilities.

- Provide campaign orientation and training through formal and informal methods to develop the skills of the advancement staff and volunteers.
- Coordinate campaign communications, including print and visual collateral materials.
- Facilitate volunteer leadership development, helping the client build a campaign cabinet.
- Facilitate prospect identification, research and evaluation.
- Create connection activity/awareness building and cultivation opportunities.
- Develop cultivation and solicitation strategies for key donor prospects; brief and prepare the solicitation team for their roles.
- Maintain communication with client and key volunteer leaders when off-site through regular phone and email communications. Be accessible and responsive to the client.
- Introduce a level of professionalism, confidence and energy to the client that will have a positive impact on the initiative as well as the mission of the organization.

Other Fund Development Services

Working with McDonald Schaefer's established tools, processes and systems:

- Conduct Development Assessments to determine the health of an organization's development program
- Potentially provide interim Development Director services for short terms
- Potentially provide talent management services (executive searches, onboarding, talent retention, etc.)

Marketing

Working with McDonald Schaefer's established tools, processes and systems:

- Help McDonald Schaefer market its services by participating in marketing presentations to prospective clients and by cultivating networking opportunities.

QUALIFICATIONS

Representative knowledge, skills, and/or abilities required:

- Bachelor's degree and 5+ years of related fund development experience, or equivalent combination of applicable advanced degree and experience
- Able to interact effectively with client executive staff and key constituents as well as McDonald Schaefer support staff to lead high performing, multidisciplinary consulting teams
- Excellent communication skills with specific emphasis in the areas of listening, writing, presenting and verbal skills
- Responsible for establishing a strong working relationship with clients

- Consistently drives the project forward to meet and exceed expectations, reaching project milestones and overarching project timelines
- Proactive approach to all duties and responsibilities internally and with clients
- Strong analytical, critical-thinking and problem-solving skills
- Ability to demonstrate efficient time management and prioritize workload
- Ability to demonstrate an understanding of the particular needs of nonprofits
- Ability to lead people and get results through others
- Positive attitude
- Ability to take direction and be a team player
- Experience working with nonprofit organizations strongly preferred
- Familiarity with industry-standard presentation and analytical software, ability to learn new digital tools
- Ability to work independently from a home office
- Ability to travel, primarily in the Milwaukee, Madison, and Fox Valley areas of Wisconsin