

Iowa Cattlemen's Foundation Position Description

Development Manager

Position Overview:

The Iowa Cattlemen's Foundation is seeking a dynamic and motivated **Development Manager** to lead the Foundation's philanthropic and strategic relationship efforts. This individual will be responsible for developing and executing strategies to expand annual giving, strengthen donor relationships, and create meaningful partnerships that sustain and grow the Foundation's mission.

This position plays a critical role in generating resources to support scholarships, producer education, leadership development programs, industry research, and capital improvements that advance Iowa's cattle industry.

This is a part-time position with the opportunity to grow with successful outcomes. As a part-time role, some flexibility in hours and scheduling will be offered. There will be some nights and minimal overnight travel. This position reports to the Iowa Cattlemen's Association (ICA) CEO and Foundation Board of Directors.

Key Responsibilities:

Fundraising & Annual Giving

- Develop and implement a comprehensive annual fundraising strategy, with measurable goals to increase individual, corporate, and foundation giving.
- Manage aspects of donor education, solicitation, and relationships.
- Create and manage campaigns (annual fund, major gifts, planned giving, endowments, and special appeals).
- Oversee donor recognition programs to strengthen long-term engagement.

Partnership Development

- Identify, cultivate, and secure donations and strategic partnerships with businesses, industry organizations, and philanthropic institutions.
- Develop customized proposals and partnership opportunities aligned with Foundation initiatives.
- Serve as a liaison to corporate sponsors and partners, ensuring strong communication and value delivery.

Programs & Mission Support

- Align fundraising efforts with core Foundation initiatives, including:
 - **Scholarships** for youth and young cattlemen.
 - **Producer education and leadership development** programs.
 - **Research and Industry support** to strengthen the future of the cattle industry.
 - **Capital improvements** for long-term viability.
- Collaborate with program staff and board of directors to ensure fundraising aligns with association priorities.

Management & Administration

- Develop and manage fundraising budgets and revenue projections in collaboration with ICA CEO and Board of Directors.

- Prepare reports and updates for the Board of Directors and stakeholders.
- Maintain accurate donor and sponsor records within CRM systems.
- Ensure compliance with 501(c)(3) fundraising regulations and ethical standards.

Qualifications:

- Degree and/or equivalent experience in nonprofit management, business, communications, or related field
- 2–4 years of proven success in fundraising, partnership development, donor relations, or nonprofit management.
- Demonstrated experience with annual campaigns, major gifts, sponsorship development, or corporate philanthropy.
- Strong written, verbal, and interpersonal communication skills with the ability to connect effectively with diverse stakeholders.
- Knowledge of agriculture and/or the cattle industry preferred.
- Self-motivated, goal-driven, and able to work independently while collaborating across teams.

Key Competencies

- Strategic thinker with ability to set and meet ambitious goals.
- Relationship builder with strong networking skills.
- Skilled in persuasive communication and proposal development.
- Organized and detail-oriented with strong follow-through.
- Passion for advancing Iowa's cattle industry and supporting producer success.

Application Process:

Interested candidates should submit a cover letter, resume, and two professional references to:

Iowa Cattlemen's Foundation Search Committee

% Bryan Whaley, 2055 Ironwood Ct., Ames, IA 50014 or email to bryan@iacattlemen.org.

Applications will be reviewed on a rolling basis until the position is filled.