



Lake Monroe Water Fund

www.lakemonroewaterfund.org

JOB ANNOUNCEMENT: Development Officer

Applications accepted through: Monday, October 6, 2025

The **Lake Monroe Water Fund** – a budding nonprofit organization with a go-getter attitude; a lean, dedicated staff; and committed board of directors - seeks a friendly, energetic self-starter to be part of our team as the development officer as we work together to realize our vision.

Mission: *The Lake Monroe Water Fund is an active funder for watershed projects that conserve, protect and sustain Lake Monroe as our shared community water resource.*

Vision: *The Lake Monroe Water Fund envisions a watershed that provides clean water for human health, natural systems, and quality of life in South Central Indiana supported by an engaged community.*

Development Officer Job Summary

The development officer is responsible for developing and executing fundraising initiatives and programs to help achieve the water fund's overall mission and goals. This position involves researching, prospecting, cultivating and managing relationships with donors and grant-makers, as well as coordinating fundraising activities. The development officer ensures that the water fund's development efforts are successful and that donor support is maximized.

The development officer will be directed and supervised by the Executive Director, and may work in concert with other staff members, board committees, interns, and volunteers.

Development Officer Duties and Responsibilities

- Develop and implement fundraising plans to meet annual and long-term fundraising goals
- Research prospective donors, including individuals, foundations, and corporations, and grant opportunities
- Cultivate relationships with existing and potential donors
- Prepare and submit proposals to solicit donations
- Manage and track donor records, contact information, and history
- Organize and maintain development materials, such as brochures and presentations
- Participate in donor meetings, presentations, and events, representing the water fund with the utmost professionalism
- Develop and implement recognition and stewardship strategies
- Write/edit grant applications and participate in the grant management process
- Coordinate fundraising events
- Prepare fundraising reports, budgets, and other documents
- Stay informed of fundraising trends, techniques, and technology
- Other duties as assigned, as the list above is intended to describe the general nature and level of work being performed in this position. They are not an exhaustive list of all responsibilities and duties.

Position may require completion of duties outside of normal responsibilities from time to time to assist in fulfilling organization's mission.

Development Officer Requirements and Qualifications

- Bachelor's degree in fundraising, marketing, communications, or related field preferred
- 1-3 years of experience in fundraising and development
- Demonstrated success in managing and meeting fundraising goals
- Excellent written, verbal, and especially interpersonal communication skills
- Strong organizational and time management skills
- Able to work independently and as part of a team
- Proficient with Google drive/docs/forms/sheets, Microsoft 365 Suite, online giving platforms, online work management platforms, and donor management software
- Valid driver's license and reliable transportation

Location: Bloomington, IN area/Remote

- Work will be done on a mostly remote basis, reporting to the executive director with regular in-person or online check-ins.
- Some in-person meetings/activities are required.

Hours and Compensation

A competitive salary is offered with negotiable hours.

How to Apply

- Using "JOB" as the subject line, email a cover letter and resume (in pdf, Word, or Google Doc format) to: Michelle Cohen, Executive Director at director@lakemonroewaterfund.org
- **Applications accepted through Monday, October 6, 2025**
- Questions? Contact Michelle Cohen at director@lakemonroewaterfund.org

The Lake Monroe Water Fund does not discriminate on the basis of race; religion or creed; gender; gender expression; national origin or ancestry; marital status sexual orientation; physical disability; military service, status, or lack thereof; or age in any of its activities or operations, including service on the Board of Directors, employment of staff, recruitment and deployment of volunteers, selection of vendors, or provision of service.