



## **Emerging Prairie Revenue Manager**

Full-Time: 40 hours per week

Salary: \$80,000

Emerging Prairie is seeking a Revenue Manager responsible for identification, cultivation, solicitation, and stewardship of existing and new partners. The Manager will also participate in major gift solicitations. This individual will utilize a comprehensive prospect management and research system to develop strategic plans for potential partners and document efforts related to strategic plans. The Manager will also participate in major gift solicitations as appropriate. This position will partner with Emerging Prairie and Grand Farm leaders to assist in execution of these priorities in an ultimate effort to meet the goals of Emerging Prairie's strategic vision and mission.

We're looking for mission-driven individuals interested in joining a growing team dedicated to connecting people, developing partnerships, teamwork, accountability, transparency, stewardship, communication, and service.

### **Key Areas of Responsibility**

- Responsible for development, implementation and evaluation of strategic plans focused on securing partnerships, sponsorships, and grants for the benefit of the organization.
- Responsible for utilization of a comprehensive prospect management and research system to assist in implementation of strategic plans and other actions.
- Manage an evolving partner base of 25-50 partners. This includes initiating contacts with potential leadership and major donors, developing appropriate cultivation strategies for them including working with volunteers and partners, moving potential partners and donors in an appropriate and timely fashion, and stewarding donors.
- Set priorities, develop a work schedule, monitor progress towards goals, and track details/data/information/activities.
  - Efficiently operate a personal computer and associated software (Outlook, Word, Excel, etc.)
  - Maintain files accurately, in paper and in software programs
  - Maintain records and prepare reports
  - Handle multiple tasks simultaneously
  - Plan, prioritize and meet deadlines
- Establish and maintain collaborative working relationships with others both internally and externally to achieve the goals of the organization.
  - Interact in an effective and appropriate manner with diverse populations, internal staff, University community and the public
- Work cooperatively and effectively with others to resolve problems and make decisions that enhance organizational effectiveness.
  - Maintain confidentiality of records and information
  - Display excellent judgment and decision making
  - Follow through on projects with little supervision

- Spot problems and pursue resolution
- Speak, listen, and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Prompt and reliable attendance
- Demonstrate support of the Emerging Prairie's mission and beliefs

**Required Skills & Abilities:**

- Experience in creating and executing strategic plans
- Strong analytical skills and sound judgment
- High level of integrity and dependability
- Exceptional organizational skills and ability to manage multiple tasks and meet deadlines
- Ability to lead and motivate volunteers
- Strong interpersonal skills with a collaborative approach to building teams and fostering a best place to work culture
- Excellent communication skills
- Proficiency with technology
- Willingness and ability to occasionally travel overnight
- Valid driver's license

**Education & Experience:**

- Bachelor's degree

**Physical Demands:**

- Prolonged periods sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

**Benefits and Culture:**

- Duty station is in Fargo, ND with a flexible work environment that allows the employee to work from varied environments and locations.
- Core values: Trust First, Learn, Be Bold, Move Together, Be Scrappy, Think Holistic, and Lead with Gratitude.
- Retirement program with employer match.
- 80% coverage of employee health insurance premiums (not to include vision or dental).
- 10 paid holidays (including your birthday) and paid holiday break.

**About Emerging Prairie**

Emerging Prairie (EP) is an organization that believes in and nurtures the potential of our community and its leaders. We have made it our mission to energize communities through innovative initiatives, programming, and events that move the needle and ignite economic growth for our region. Some of our initiatives include operating a co-working space (The Prairie Den), launching the first code school in North Dakota (Emerging Digital Academy) and steering the momentum on the Grand Farm Initiative.

Recognition of our community's potential, development of an environment for social connectivity, and the act of highlighting the risk takers and change-makers is vitally important, as these are the key accelerators of growth and development. Emerging Prairie was founded in 2013 by a group of Fargo entrepreneurs who wanted to make a difference in the community they call home.

**Mission:** To energize communities.

**Vision:** The relentless pursuit to improve the human condition both locally and beyond.

Emerging Prairie is proud to be an equal opportunity provider.

**To Apply:** Send a cover letter and resume to [lloyd@emergingprairie.com](mailto:lloyd@emergingprairie.com)