



**Development Officer  
Salina, KS  
Full Time**

**Position Summary**

A Development Officer supports the organization through cultivating relationships with potential donors, current donors, strategic partners and others to ensure the success of The Land Institute mission. This is a fundraising role which requires travel, a high level of communication, exemplary interpersonal skills and works as part of a team based in Salina, KS.

**About the Organization**

The Land Institute is working to develop an agricultural system that can produce ample food, reduce or eliminate impacts from the disruptions and dependencies of industrial agriculture, and inform cultural change through education. The Land Institute's core activity is research to create a "natural systems agriculture" that mimics the processes and structure of natural ecosystems, like the prairie. This research is focused on creating an ensemble of perennial high-seed-yielding grain, legume, and oilseed plants that can be grown in various combinations, that is, an agriculture of perennial polycultures that can meet human needs into the future. The Land Institute is dedicated to the idea that perennial polyculture agriculture can significantly reduce or reverse soil erosion, use water more efficiently, improve soil quality, greatly reduce reliance on harmful fertilizers and pesticides, and reduce greenhouse gas emissions through increased carbon sequestration in soils.

Founded in 1976, The Land Institute is located in Salina, Kansas, along the banks of the Smoky Hill River at the border of medium and tall grass prairies, making it an ideal location for its research mission. The Institute now employs about 35 people on site, including nine Ph.D. scientists and numerous graduate students and post-doctorate fellows. For more information, please visit [www.landinstitute.org](http://www.landinstitute.org).

**Responsibilities**

- Meet with prospective and current donors to the organization, both private family and corporate
- Research potential partners for TLI and strategize appropriate communications plans for those partners
- Make necessary calls to steward, cultivate and discover potential and current donors
- Schedule and coordinate meetings, including travel, with constituents.
- Assist with periodic all-staff social functions and assist with hosting responsibilities for special guests as needed
- Assist in and participate in event planning for national meetings and events
- Actively work with development team in the appropriate stewardship pieces to donors
- Track and maintain notes on all meetings with partners
- Work with development team to ensure success of team goals, including general operating expense fundraising

- Work in database management, create profiles and preparation for donor visits
- Other duties as assigned

### **Qualifications**

- High school diploma or general education degree (GED)
- Associates level degree required; Bachelor's preferred
- Two years or more of related work experience
- Excellent communication skills, both written and oral
- Computer literacy; ability to use Microsoft Office suite (database knowledge helpful)
- Ability to operate business office machines, and to observe safety and security procedures in use of equipment and materials
- Ability to multi-task and meet deadlines
- Demonstrated accuracy, thoroughness and initiative
- Ability to work well with others throughout the organization to build positive teamwork
- Good time management; prompt and proficient completion of tasks
- Consistent punctuality and good attendance; proactive attention to workbench coverage in event of necessary and scheduled absences
- Adherence to policies and procedures; support for organization's goals and values
- Flexibility with respect to schedule, when necessary to meet the needs of the organization

### **Compensation**

The Land Institute offers an excellent benefits package and a competitive salary that is commensurate with experience.

### **To Apply**

To be considered for this position, interested applicants should submit a resume and cover letter to [careers@landinstitute.org](mailto:careers@landinstitute.org).

*The Land Institute is an equal opportunity employer and actively encourages applications from women and people of all ethnic and national origins and sexual orientations.*