DEVELOPMENT OFFICER

Job description

Location	Remote, U.S.-based; preference for proximity to donor concentrations
Reports to	Executive Director
Type	Full-time, exempt
Travel	20 – 30% (donor visits, funder meetings and events; occasional weekends)
Salary	Between $75,000 and $85,000, depending on experience
Bonus	Discretionary annual bonus based on overall performance
Benefits	Medical insurance; generous PTO including office closure from Christmas Eve through New Year's Day; Employee Assistance Program
Pay schedule	Semi-monthly
Apply by	December 31, 2026

ABOUT HOLISTIC MANAGEMENT INTERNATIONAL

For 40 years, Holistic Management International (HMI) has helped farmers, ranchers and land stewards manage in partnership with nature, strengthen families and build lasting agricultural businesses. Holistic Management is a whole-farm planning process, and the people who use it see the results in healthier soil, more productive land and more resilient communities. Our Certified Educators teach it around the world, and the independent evidence for what they teach keeps growing.

Now HMI is taking its next big step. HMI 3.0 brings our learning, community and hands-on coaching together in one online home, the Exchange @ HMI, built to reach far more people than in-person events ever could. Our donors and partners have made this work possible for four decades. We are looking for a Development Officer to help them see what comes next and invest in it.

POSITION SUMMARY

The Development Officer is HMI's lead fundraiser and the only development position on staff. You will lead all of HMI's contributed revenue, with the greatest focus on individual major donors and unrestricted support from foundations and companies. You will also write and manage HMI's foundation and corporate grants and lead our annual giving.

You will work closely with the Executive Director, who has spent the past year strengthening relationships with key donors, and you will further build HMI’s donor database, expanding what we have in DonorDock. This is a role for a relationship builder who is comfortable making asks, writes well and wants to help a respected organization tell its story to a new generation of supporters.

KEY RESPONSIBILITIES

MAJOR DONORS (ABOUT 45% OF TIME)

- Identify, qualify, cultivate, solicit, and steward donors and prospects capable of gifts of $10,000 or more.
- Build and manage a portfolio that grows to 40–60 qualified prospects by the end of year one.
- Meet donors in person and virtually, with a steady monthly rhythm of meaningful contacts.
- Partner with the Executive Director and board members on introductions and significant asks.
- Develop donor-centered proposals, reports, and stewardship plans.

FOUNDATION AND CORPORATE GRANTS AND PARTNERSHIPS (ABOUT 30% OF TIME)

- Research and qualify foundation and corporate funders aligned with HMI's mission.
- Build relationships with program officers and corporate partners before and after each request.
- Write and submit letters of inquiry, proposals, and reports, and manage the grant calendar.
- Prioritize unrestricted and multi-year support; pursue restricted and federal grants only when they cover full costs and advance HMI's strategic plan.
- Grow corporate sponsorships and ecosystem-services partnerships.

ANNUAL AND RECURRING GIVING (ABOUT 15% OF TIME)

- Lead the year-end appeal and Giving Tuesday campaign across mail, email, and social media.
- Launch and grow a monthly giving program.
- Work with marketing to move engaged community members and course participants into regular donors.

BOARD ENGAGEMENT AND DEVELOPMENT OPERATIONS (ABOUT 10% OF TIME)

- Help establish and staff the board's development committee.
- Prepare board members for introductions, donor visits and stewardship calls.
- Keep DonorDock records accurate and current, including every contact, proposal, and gift.
- Report monthly on the pipeline, grants, revenue, and key measures to the Executive Director and the board.
- Build and manage the annual development budget and plan in line with HMI's strategic plan.

QUALIFICATIONS

REQUIRED

- Five or more years of fundraising experience.
- At least two years of face-to-face major-gift work, with a record of closing gifts of $10,000 or more.
- A record of winning foundation or corporate grants, with strong proposal writing and reporting skills.
- Comfort building a pipeline when one is still young, and the patience to cultivate relationships over time.
- Strong storytelling, writing, and speaking skills: you can explain why this work matters to someone who has never set foot on a ranch.
- Experience with a donor database and reporting on fundraising results.

- Ability to work independently in a remote team, manage many priorities, and meet deadlines.
- Valid driver's license and reliable transportation.
- Bachelor's degree or equivalent professional experience.

PREFERRED

- Knowledge of or interest in agriculture, conservation, or land stewardship.
- Experience engaging and coaching board members in fundraising.
- Experience with DonorDock or Salesforce.
- Experience with corporate sponsorships or ecosystem-services partnerships.
- CFRE credential (or in progress) and familiarity with AFP ethical standards.

WHAT SUCCESS LOOKS LIKE IN YEAR ONE

- A qualified portfolio of 40 – 60 major-gift prospects, each with a plan.
- A steady rhythm of donor visits and the first major-gift asks under way.
- A 12-month grant calendar focused on unrestricted support, with proposals and reports on time.
- A monthly giving program launched and a stronger year-end appeal.
- An active board development committee making introductions.

HOW TO APPLY

Send a cover letter and resume to careers@holisticmanagement.org by 12/31/2026. In your cover letter, please share specific examples of your results: gift sizes closed, grants won, portfolios managed and revenue raised. Finalists will be asked to complete a short writing sample.

HMI is committed to building a diverse and inclusive team and welcomes candidates from all backgrounds. HMI is an equal opportunity employer.