



Job Title: Development Professional

Location: Grimes, IA 50111

Job Type: Full-time (40 hours/week)

Schedule: Monday to Friday, 8:00 AM – 4:30 PM

Compensation: Competitive salary with robust benefits package

About SafeNetRx

Join a team of national leaders at SafeNetRx, the nation's largest drug donation repository. We are dedicated to expanding healthcare access by safely collecting and redistributing essential medications and medical supplies to vulnerable populations across our communities.

Position Overview

SafeNetRx is seeking a motivated, relationship-oriented Development Professional to help build and manage a growing fundraising program during an exciting period of organizational expansion.

This is an excellent opportunity for an early-career fundraising professional who is ready to take the next step in their development career. The successful candidate does not need to arrive knowing everything. We are looking for someone with strong foundational skills, curiosity, initiative, excellent follow-through, and the desire to grow their fundraising expertise alongside a fast-growing nonprofit organization.

The Development Professional will be responsible for implementing SafeNetRx's strategic fundraising plan while helping build the systems, relationships, and practices necessary for a fundraising program that can grow with the organization—and ultimately support expansion on a national scale.

This position requires someone who can both **manage the work and manage relationships**. The Development Professional will work closely with the CEO, board members, organizational leaders, donors, funders, and community partners. They must be comfortable keeping projects moving, communicating expectations, asking for decisions and information when needed, and helping senior leaders successfully participate in fundraising.

Key Responsibilities

Fundraising Program Management

- Implement SafeNetRx's strategic fundraising plan and translate organizational fundraising priorities into clear, manageable activities and timelines.
- Coordinate fundraising efforts across multiple areas, which may include individual giving, major gifts, corporate partnerships, foundations and grants, annual giving, sponsorships and other emerging opportunities.
- Track fundraising goals, activities, prospects and results and regularly communicate progress to organizational leadership.
- Help establish annual fundraising calendars, donor strategies, cultivation plans and stewardship activities.
- Identify gaps, opportunities and next steps as the fundraising program develops.

Donor Development & Stewardship

- Help identify, qualify, cultivate and steward prospective donors, funders and partners.
- Build authentic relationships with individuals and organizations interested in SafeNetRx's mission.
- Coordinate donor communications, meetings, proposals, follow-up and stewardship.
- Develop an increasing level of comfort personally participating in donor conversations and solicitations.
- Ensure donors and partners receive timely, thoughtful and consistent communication.

CEO, Board & Leadership Engagement

- Partner closely with the CEO to organize and advance fundraising priorities.
- Prepare the CEO, board members and other leaders for donor meetings, introductions, cultivation opportunities and solicitations.
- Proactively manage follow-up and help leadership understand what is needed from them and when.
- Provide appropriate reminders, information and recommendations to keep fundraising activities moving forward.

- Help create a culture in which fundraising is understood as an organizational responsibility rather than the work of one individual.

Fundraising Systems & Infrastructure

- Help develop the systems and processes necessary for a professional and scalable development program.
- Maintain accurate donor and prospect information within the organization's constituent database/CRM.
- Establish consistent practices for gift entry, acknowledgments, donor records, prospect management, reporting and stewardship.
- Develop templates, tools and processes that can be replicated as SafeNetRx expands.
- Document fundraising practices so the program becomes increasingly efficient, measurable and transferable across markets.

Communications & Storytelling

- Work with organizational leadership to understand and communicate SafeNetRx's impact.
- Help translate programs, outcomes and organizational priorities into compelling donor stories and funding opportunities.
- Assist with donor communications, proposals, presentations, impact updates and fundraising materials.
- Develop an understanding of what motivates different donors and partners and tailor communications accordingly.

Growth & National Expansion

- Approach the development program with scalability in mind.
- Help SafeNetRx determine which fundraising strategies, systems and partnerships can be replicated as the organization expands geographically.
- Research prospective national, regional and local funding partners.
- Support the development of corporate, foundation and philanthropic relationships that can grow alongside SafeNetRx.

- Bring curiosity and creativity to the question: **How do we build this today so it can work at a much larger scale tomorrow?**

The Person We're Looking For

We are looking for someone who is:

- **Highly organized** and able to keep multiple relationships, deadlines and projects moving simultaneously.
- **Proactive** and comfortable identifying what needs to happen next rather than waiting for instructions.
- **Confident but coachable**, willing to offer ideas, ask questions and learn from others.
- **Comfortable managing up**, including respectfully following up with a CEO, board member or senior leader when information, action or a decision is needed.
- **Relationship-oriented** and genuinely interested in people and what motivates them.
- **An excellent communicator** who can write professionally and communicate comfortably with a wide variety of audiences.
- **Curious and resourceful**, with a willingness to research, learn and figure things out.
- **Detail-oriented** enough to maintain accurate donor records and systems while still seeing the larger strategic picture.
- **Comfortable with ambiguity and growth**. SafeNetRx is evolving quickly, and not every process will already be established.
- **Mission-driven** and excited by the opportunity to build something that can have a significant impact.

Qualifications

We are more interested in potential, aptitude and fit than in finding someone who checks every traditional development box.

Ideal candidates may have:

- A bachelor's degree or equivalent professional experience.
- Approximately 2–5 years of professional experience in nonprofit development, relationship management, communications, sales, community engagement, project management or a related field.
- Strong written and verbal communication skills.

- Experience managing projects, deadlines and multiple stakeholders.
- Familiarity with donor databases or CRM systems, or the ability and willingness to learn them quickly.
- Some exposure to fundraising, donor relations, grants, sponsorships or nonprofit organizations preferred but not necessarily required.
- Strong technology skills and comfort learning new systems.

What Success Could Look Like

During the first year, the Development Professional will become deeply familiar with SafeNetRx's mission, programs, partners, and funding opportunities; establish consistent fundraising systems and practices; implement the strategic fundraising plan; strengthen donor and prospect management; engage the CEO and board more intentionally in development activities; and begin building a reliable pipeline of philanthropic relationships.

Over time, we envision this individual growing alongside the organization—developing deeper expertise in fundraising strategy, major gifts, corporate partnerships and leadership while helping SafeNetRx build a sophisticated development program capable of supporting national growth.

Why This Role Is Different

This is not a position where someone will simply inherit a mature fundraising operation and maintain it.

It is an opportunity to **help build one**.

The person who thrives in this role will enjoy creating structure, developing relationships, testing ideas, learning quickly and seeing their responsibilities grow as SafeNetRx grows. For someone interested in building a career in nonprofit fundraising and leadership, this position offers the opportunity to gain broad experience while making a meaningful contribution to an organization positioned for significant growth.

Please submit applications here:

https://www.indeed.com/viewjob?jk=df6b29dfa5508525&from=shareddesktop_copy