



## **Director of Development**

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### **Purpose**

This role's primary responsibility will be focused on fund development and advancement for all Strategic Initiatives in Minnesota. Success in this role will require a strong ability to interact with a host of donors and partners in government, private foundations, corporations, and State Service Commissions. In addition, this individual will be responsible to lead the overall direction for raising the funds for new programs and pilot projects that are grant funded from inception to the startup phase. Work with CEO, CAO and Development Team to strategize on all philanthropic potential. ServeMinnesota is committed to fostering a welcoming and inclusive environment united by our shared mission.

### **Essential Job Functions**

#### **Relationship Management**

1. Lead donor and marketing strategy and development with the Development and Communications team with opportunities/initiatives valued at > \$6M/year.
2. Supervise the Development Team to ensure goals are established and met by the team to support ongoing work of the organization.
3. Oversee implementation of a comprehensive development plan, in collaboration with the CEO, CAO and the Development Staff including monitoring progress towards these goals on a quarterly basis.
4. Oversee all aspects of the development activities, including procedures, preparation and solicitation materials, cultivation, acknowledgements, records maintenance, accounting, site visits, relationship cultivation, management and reporting.
5. Identify and cultivate potential new funding sources for Minnesota in partnership with the CEO and CSO to advance strategic initiatives, including government, corporate, and foundations.
6. Researches and understands what philanthropists are supporting and, what opportunities and trends are emerging, and what marketing is required to support our development efforts.
7. Identify, establish and implement new long-term relationships that advance the mission of ServeMN through positive and measurable impacts.
8. Support CEO in management with major donors.

#### **Grant Management**

1. Oversee ServeMinnesota's system of grant seeking including oversight of the writing of new grant proposals and ensuring effective grant and financial reporting.

2. Formulate, direct and manage a comprehensive grant development program in collaboration with the VP of Finance so that grant monies are maximized and all conceivable opportunities pursued.
3. Work with VP of Finance to develop multi-year budgeting tools to project funding needs to align with anticipated growth.
4. Ensure compliance with all relevant regulations and laws, maintains accountability standards to donors, and follow code of ethical principles and standards of professional conduct for fundraising executives.
5. Sustain donor retention, engagement, and giving through the fundraising gift cycle by leading with donor centric fundraising
6. Identifies, researches, and qualifies prospective major donors; ensures each major donor and prospect has a clear strategy and timeline for cultivation, solicitation and stewardship.
7. Work closely with Development team to ensure effective coordination of process documentation and progress tracking in Bloomerang.
8. Provide monthly reports that accurately reflect pipeline activity and performance.

### **Accountability**

Provide services that consistently support ServeMinnesota's ability to inclusively engage Minnesotans from a diversity of backgrounds as grantees, service recipients, AmeriCorps members and partners.

### **Other Job Functions**

1. Support the internal team in building strong relationships with current donors keeping them engaged, informed and inspired by ServeMinnesota's work to retain long-term funding relationships.
2. Keep abreast of developments in marketing, philanthropy and fund development and ensure that team is also current.
3. Staff the Fundraising Committee, bringing practical insight and best-practice strategy to the work of the Board in the revenue generation and innovation.
4. Serve as a resource to Board members who engage in prospect/donor cultivation, solicitation, and stewardship.
5. Build upon brand recognition; work across channels to further increase awareness and understanding of the organization and its mission to stakeholders.
6. Lead, support and develop direct reports to maintain a high-performing team of professionals.

### **Job Qualifications**

#### **Minimum**

- Bachelor's degree is required
- At least 5-10 years of demonstrated experience in development and management or grantmaking with a nonprofit, government agency, foundation or private entity.

- Ability to work and build relationships with diverse individuals and organizations.
- Ability to provide prompt, accurate and high-quality customer service.
- Ability to work independently and as a member of a staff team.
- Excellent oral and written communication skills.
- Strong organizational and project management skills.
- Experience in staff supervision
- Organizational, time-management and problem-solving skills needed

### **Preferred**

- Preferred candidates will have a variety of experiences working effectively with diverse populations, representing the communities we serve in Minnesota.
- A proven track record of building complex, multi-tiered networks, with a focus in the fundraising arena. Experience with both local and state governmental agencies is a plus.
- Ability to communicate complex concepts and issues into a practical, understandable language to facilitate the development of practical solutions.
- Ability to lead and direct others
- Excellent attention to detail

### **Workplace**

At ServeMinnesota, we are highly invested in the success of our people. We strive to make it an awesome and inclusive place to work and we recruit passionate people. We are looking for people who are energized by making an impact in our communities through national service.

This position is available to all, without regard to Race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, or age. It is also unlawful to retaliate against any person who files a complaint about discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the AmeriCorps Agency.

AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

This position is based downtown Minneapolis but currently working a hybrid schedule. The salary is \$85,000-90,000.

ServeMinnesota requires all employees to be vaccinated for COVID-19, the only exception to this requirement is an approved medical or religious exemption. Please submit a resume. Instead of including a cover letter, please answer each of these questions in either the body of the email or as a separate attachment,

so we can get a better idea of your experience and interest in this position and our organization:

1. Why are you interested in ServeMinnesota and this particular position?
2. How does your experience align with the Essential Job Functions and Minimum Qualifications of this position?

Submit applications to [lisacarlson@serveminnesota.org](mailto:lisacarlson@serveminnesota.org).

Application deadline is July 31, 2024.