



Vice President of Development

Purpose

ServeMinnesota is Minnesota's commission on national and community service, a nonprofit with a Governor-appointed board whose mission is to strengthen Minnesota through high-impact service. We work to ignite hope and inspire action for a better future, and we aspire to be the leader in advancing effective, community-driven solutions through service. ServeMinnesota is committed to fostering a welcoming and inclusive environment united by our shared mission.

This role's primary responsibility will be to establish and execute the comprehensive growth and fund development strategic plan for all Minnesota initiatives securing major gifts from corporate funders, high-wealth individuals, private foundations, as well as state and national sources. Success in this role will require a strong ability to interact with a multitude of donors and partners in government, private foundations, corporations, and State Service Commissions. In addition, this role will conceive and lead the overall direction of the Development Team for raising the funds for new programs and pilot projects that are grant funded from inception to the startup phase. Work with CEO and CPGO to strategize on all state and philanthropic potential.

Essential Job Functions

Relationship Management

1. Conceive and lead major donor relationship and outreach strategy with the Development and Communications teams for funding opportunities/initiatives valued at > \$6M/year.
2. Manage the Development Team members to ensure goals are established and successfully met both individually and by the team as a whole to sustain and grow the ongoing work of the organization.
3. Develop a successful and comprehensive major fund development plan, in collaboration with the CEO, CPGO and VP of External Relations. Lead and oversee the Development Staff to implement the plan including monitoring and reporting on progress towards these goals on a quarterly basis.
4. Lead and oversee all aspects of major fund development activities, including developing procedures, preparation and solicitation materials; donor cultivation, acknowledgements, and records maintenance; accounting and statistical analysis; donor and program site visits, managing team activities and reporting on outcomes.
5. Identify and cultivate potential new funding sources for Minnesota in partnership with the CEO and CPGO to advance strategic initiatives,

- including government, corporate, high-wealth individuals and foundations.
6. Lend expertise to research and understand current philanthropic priorities and, identify emerging opportunities and trends, to develop marketing that will support development efforts.
 7. Provide advanced techniques to identify, establish and implement new long-term relationships that advance the mission of ServeMN through positive and measurable impacts.
 8. Support CEO and CPGO in management of major donors.

Grant Management

1. Lead and oversee ServeMinnesota's system of grant seeking efforts 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. Collaborate with VP of Finance to develop multi-year budgeting tools to project funding needs to align with anticipated growth.
4. Provide expertise to 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. Direct and sustain initiatives for donor retention, engagement, and giving through the fundraising gift cycle by leading with donor centric fundraising
6. Leads efforts to Identify, research, and qualify prospective major donors; ensure each major donor and prospect is engaged with a clear strategy and timeline for cultivation, solicitation and stewardship.
7. Lead Development team efforts to ensure effective coordination of process documentation and progress tracking in Bloomerang CRM.
8. Provide monthly reports to leadership team 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. Lead and 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. Provide expert direction and consultation to 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 an expert resource for and partner 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 10 years of demonstrated experience in development and management or grantmaking with a nonprofit, government agency, foundation or private entity.
- Advanced ability to work and build relationships with diverse individuals and organizations.
- Proven ability to provide prompt, accurate and high-quality customer service.
- Ability to lead, influence and direct a professional staff team to achieve individual as well as combined goals.
- Present a flexible and adaptable style, leading others for positive impact in both strategic and tactical fundraising initiatives.
- Excellent oral presentation and written communication skills.
- Strong organizational and project management skills.
- Advanced experience in staff supervision and management
- 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. Public speaking experience strongly preferred.
- 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 \$100,000-110,000.

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.

Applications will be accepted until the position is filled.