

Development Director

WORK STATUS: Exempt

SALARY: \$125,000

TYPE: Full Time, 1.0 FTE

DEADLINE: November 1, 2022

LOCATION: This position is based in St. Paul Minnesota. Hybrid role with in-office, community, and remote work.

REPORTING STRUCTURE: This position reports to the Executive Director. This position is a core member of the leadership team and attends regular board meetings. This position works closely with team members in communication, finance, programs, and public policy.

PRIMARY DUTIES AND RESPONSIBILITIES

The Development Director will provide strategic and operational leadership for fundraising. The Director will work collaboratively with the leadership team to develop, implement and achieve an annual fundraising plan for securing restricted and unrestricted funds, ensuring sufficient charitable contributions are raised to meet budgeted objectives. The Director will cultivate a culture of philanthropy amongst the staff, board and community where constituents feel their priorities can be manifested and their contributions are effectively used to drive meaningful impact in their communities.

Fundraising (90%)

- Develop fundraising plan in partnership with the leadership team to ensure that sufficient charitable contributions are raised to meet budgeted objectives.
- Meet annual fundraising goal (\$1M+).
- Secure restricted and unrestricted funds including in-kind donations, sponsorships, grants and gifts from individual donors, corporations, family foundations and community foundations.
- Develop and maintain relationships with key funders, potential donors, Board of Directors, development committee and staff.
- Develop and grow donor base through identification, cultivation, and solicitation of new prospects - specifically, major donors.
- Design and implement fundraising events (e.g. annual Gala) in partnership with board, staff and volunteers.
- Partner with board and staff to diversify participation in fundraising to ensure the community served sees themselves reflected in our fundraising events (e.g. annual gala).
- Partner with the Communications department to plan the Annual Impact Report and to ensure consistent, timely, mission-focused, communication that with donors to tell the story and impact of the organization.
- Ensure fundraising practices (solicitation, acceptance, recording, reporting, and use/stewarding of funds) meet the ethical standards and ensure responsible use of funds and open, transparent communication with contributors and other constituents.
- Ensure compliance with laws and regulations for fundraising best practices, including those outlined in the Minnesota Council of Non-Profits fundraising Principles and Practices for Non-profit Excellence.

- Collaborate with finance department to ensure registration and annual reporting with the Office of the Minnesota Attorney General and with any state in which the organization is soliciting charitable contributions.

Leadership & Administration (10%)

- Launch Board Development Committee and provide leadership and support.
- Cultivate a philanthropy of giving within staff and board – building capacity within staff and board to fundraise and holding them accountable for their role in the work.
- Attend and contribute to staff, leadership, and board meetings.
- Work in cross-functional collaboration with team members in communications, finance, programs, and public policy.
- Collaborate with the leadership team to develop and set annual fundraising goals and to develop budgets for grant applications.

EXPERIENCE AND QUALIFICATION REQUIREMENTS

- 8+ years of experience developing partnerships with community-based organizations, including community foundations, corporate foundations, family foundations and individual donors. Strong philanthropic relationships with local and national donors/funders preferred.
- Strong track record of successfully 1) developing, implementing, and achieving annual fund goals \$1M, 2) securing major gifts and sponsorships from individuals and institutions, 3) writing and securing grants, and 4) orchestrating special events.
- 5+ years leadership experience.
- Bachelor's Degree from an accredited institution (or relevant experience) with 5+ years of previous successful experience in nonprofit development work.
- Demonstrated knowledge of and experience in areas of health equity, disparities, intercultural competency, diversity, equity, and inclusion.
- Demonstrated experience in cross-functional collaboration (e.g. with team members in communications, finance, programs, and public policy).
- Ability to travel throughout Minnesota periodically (day trips, occasional overnights) and nationally on occasion.

ADDITIONAL INFORMATION

Proof Alliance is an equal opportunity employer and values a diverse and inclusive work environment.

Proof Alliance offers a family-friendly work environment and a complete benefits package that includes generous time off, medical & dental insurance, short- and long-term disability, life insurance and an IRA match.

The selected candidate will need to pass a background check for violent offences and offences against vulnerable populations.

HOW TO APPLY

Please email Jennifer Stieve, Director of Finance & Administration:

1. Your resume, **and**
2. Two to three paragraphs (in the body of the email) telling us why you are interested in this position with Proof Alliance and how you believe you meet the qualifications.

Email: Jennifer.Stieve@proofalliance.org