Director of Development

WORK STATUS: Exempt
SALARY: $125,000
TYPE: Full Time, 1.0 FTE
DEADLINE: December 31, 2026
LOCATION: St. Paul, Minnesota. Hybrid role with in-office, community, and remote work

ABOUT PROOF ALLIANCE: Proof Alliance works to prevent prenatal alcohol exposure and support all impacted by fetal alcohol spectrum disorders (FASD). Through education, awareness, diagnostic services, advocacy and support, we partner with individuals, families, professionals and communities to build understanding, strengthen support systems and improve outcomes for people impacted by FASD. Our work is grounded in evidence, informed by living experience and focused on creating a future where everyone affected by FASD has the understanding, resources and support they need to thrive.

REPORTING STRUCTURE: Reporting to the Executive Director, the Director of Development is a core member of the Leadership Team and attends regular Board meetings. This role provides strategic and operational leadership for fundraising, partnering across communications, finance, and programs to secure at least $1 million annually in restricted and unrestricted support. This position fosters a strong culture of philanthropy among staff, the Board, and the community. The Marketing and Communications Manager reports directly to this individual.

LEADERSHIP TRAITS THAT EMBODY PROOF ALLIANCE GUIDING PRINCIPLES: Self-Care Practice, Mindfulness in Decision-Making, Promoting Psychological Safety, Continuous Self-Reflection & Growth, Demonstration of Organizational Values

ESSENTIAL FUNCTIONS

- Partner with the Executive Director and the Board's Development Committee to develop and execute a comprehensive fundraising strategy that generates at least $1 million annually in restricted and unrestricted support
- Lead individual giving, major gifts, corporate and foundation grants, sponsorships, the Annual Benefit, fundraising campaigns and programs including Peer-to-Peer events and Round Up/Point of Sale (POS) giving programs
- Identify and pursue innovative fundraising and donor engagement opportunities, embracing creative, forward-thinking approaches that expand reach, strengthen relationships and advance organizational goals.
- Build lasting relationships with current and prospective donors through personalized cultivation, solicitation, stewardship, and community engagement
- Lead, coach, and mobilize staff and volunteers to meet fundraising goals and strengthen a shared culture of philanthropy and accountability
- Partner with the Marketing and Communications Manager on fundraising communications, campaigns, donor engagement, and the Annual Impact Report

- Partner with the Marketing and Communications Manager early in fundraising planning to align on objectives, audiences and desired outcomes, collaboratively develop strategies and tactics for fundraising communications, campaigns and donor engagement, and ensure alignment with Proof Alliance's brand, messaging and organizational priorities, including the Annual Impact Report.
- Ensure ethical, transparent, and legally compliant solicitation, gift acceptance, recordkeeping, reporting, stewardship, and use of funds, in collaboration with Finance and applicable state regulators
- Contribute fundraising expertise to organizational strategy and collaborate across communications, finance, programs, and public policy

EXPERIENCE AND QUALIFICATIONS

- Ten or more years of nonprofit development experience, including partnership-building with community organizations, foundations, corporations, and individual donors; strong local and national funder relationships preferred
- Proven success developing and achieving annual fundraising goals of at least $1 million through major gifts, sponsorships, grants, and special events
- Eight or more years of leadership experience, including team development, change management, strategic planning, sound decision-making, and cross-functional collaboration
- Bachelor's degree from an accredited institution or equivalent relevant experience
- Strong analytical, financial-reporting, data-tracking, technology, communication, grant writing, stakeholder-engagement, and problem-solving skills
- Proven ability to direct and mobilize staff and volunteer teams and hold them accountable
- Ability to build trust-based relationships and develop people-first strategies grounded in empathy, professionalism, and ethics
- Demonstrated knowledge of health equity, disparities, intercultural competency, diversity, equity, and inclusion
- Ability and willingness to travel periodically throughout Minnesota, including occasional overnight stays, and nationally as needed
- Fluency in CRM platforms, preferably Bloomerang/QGiv.

ADDITIONAL INFORMATION

Proof Alliance is an equal opportunity employer that values a diverse, family-friendly workplace. Benefits include generous time off, medical and dental insurance, short- and long-term disability coverage, life insurance, and an IRA match. The selected candidate must pass a background check for violent offenses and offenses against vulnerable populations.

HOW TO APPLY

Email humanresources@proofalliance.org with the following:

1. Resume

2. Cover letter with evidence of successful fundraising, your interest in Proof Alliance and how your experience meets the qualifications
3. Applications will be reviewed on a rolling basis and priority consideration will be given to applications received by December 31st. We encourage interested candidates to apply as soon as possible as the position may be filled before this date if a strong candidate is identified.