



POSITION DESCRIPTION

Job Title: Development Manager
Reports To: Chief Advancement Officer
Exempt/Nonexempt: Exempt
Direct Reports: None

Purpose

Provide grant management expertise to support the development team in timely, effective attainment and retention of grant funds.

Essential Job Functions

1. Work closely and strategically with CEO and CAO as well as other senior staff and board members to engage them in key processes: major gift identification, research, cultivation, stewardship, and solicitation, as appropriate.
2. Develop and oversee a comprehensive development plan for individual donors, monitoring progress towards these goals on a monthly basis.
3. Overseeing all aspects of the individual gift development activities, including board participating and training, procedures, preparation and solicitation materials, cultivation, acknowledgements, records maintenance, accounting and reporting.
4. Participate in ServeMinnesota's system of grant seeking including writing new grant proposals and ensuring effective grant reporting.
5. Participate in national expansion activities as appropriate.
6. Provide insight and leadership in identifying new and emerging tools and resources that will improve our ability to raise funds.
7. Work with the Chief Advancement Officer to manage donor cultivation, solicitation and stewardship strategy for grants and gifts.

Other Job Functions

- Conduct targeted research to identify new institutional funders and help grow the existing portfolio of funders to ensure that ServeMinnesota maintains a diverse portfolio of funders.
- Represent ServeMinnesota at key community events, using these opportunities as public relations, cultivation and/or prospecting opportunities.

- Work with the Grants Manager and Development Associate to maintain records of all corporate/foundation interactions e.g. grant agreements, report requirements or documentation of calls and meetings.

Job Qualifications

Minimum

- Bachelor's degree
- 3-5 years' experience in development including private philanthropy, corporate foundations and family foundations.
- Excellent writing, editing, and proofreading skills.

Preferred

- Energetic, high-level strategic thinker whose ambition and creativity is grounded by an in-depth understanding of engaging the philanthropic community in scaling proven programs.
- Expertise, credibility, and ability to forge productive partnerships with program and philanthropic representatives.
- Well-versed in reading and understanding academic research and the science of program assessment, measurement and evaluation.
- Demonstrated ability to understand, interpret, and translate complex concepts and data into accessible verbal and written communication that is meaningful and compelling to multiple audiences, including writing grant proposals.
- High level of performance in problem-solving, initiative, anticipation, and relationship-building.
- Ability to devise reporting and recognition systems that result in an increased number of foundation and corporate supporters.
- Comfort and skill in reconciling differences of opinion, acknowledging and resolving conflict, and strengthening or building consensus.
- Proven relationship-building skills and the ability to interact successfully with a wide range of stakeholders representing the diversity of perspectives, culture and interests of any community.
- Proven verbal, written, and presentation skills; confidence in public speaking.
- Substantial experience in productive meeting design, facilitation and follow-up.
- Solid experience with Microsoft Excel, Word, and PowerPoint.
- Comfort in using online data management systems.

Physical Requirements

ServeMinnesota is committed to compliance with the Minnesota Human Rights Act and the Americans with Disabilities Act and will make reasonable accommodations as possible to enable employees to perform the essential function of their positions.

This position requires the ability to:

- Communicate effectively with people and groups in multiple settings within and outside of ServeMinnesota.
- Effectively utilize existing and emerging technology to achieve required results.
- Travel locally and nationally as needed to attend meetings.

ServeMinnesota is committed to hiring staff people who reflect the diversity of the Minnesota communities we serve. Studies have shown that women and people of color are less likely to apply for jobs unless they believe they meet every one of the qualifications as described in a job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. We would encourage you to apply, even if you don't believe you meet every one of our qualifications described.

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, having autonomy in their work and who want the ability to look back at what they have accomplished and say "wow."

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.